



Goldwyn School

Supporting Students with Medical Conditions Policy

Review Body:	Sarah Hopker /Learning & Inclusion
Review Period:	Annual
Last Reviewed:	September 2026
Review Date:	September 2027
Date Approved:	10.12.26

Aims

At Goldwyn School we understand that medical conditions requiring support at school can affect quality of life and may be life-threatening.

Our school will support students with medical conditions so that they have full access to education, including school trips and physical education.

This policy aims to:

- Make sure that students, staff and parents/carers understand how our school will support students with medical conditions
- Set out the roles and responsibilities for everyone in the school community in regard to students with medical conditions
- Set out the procedure for creating, reviewing and managing individual healthcare plans (IHPs)
- Set out how we will manage medicines in school
- Reassure parents/carers that the school will help their child feel safe, supported and included

This policy is written in line with the requirements of:

- Student 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 December 2015
- Mental Health & Behaviour in Schools: Departmental Advice for School Staff, updated November 2018
- SEND Code of Practice 2015
- Equality Act 2010
- Schools Admissions Code, DfE 1 September 2021

This policy should be read in conjunction with the following school policies:

- Allergy Safety in Schools Policy
- SEND Policy / SEN Information Report
- Equality, Diversity & Inclusion Policy
- Safeguarding & Child Protection Policy
- Whistleblowing Policy
- Admissions Policy
- Health & Safety Policy
- Activities & Educational Visits Policy
- Complaints Policy

This policy was developed by governors, staff, students, parents and healthcare professionals (as applicable) and will be reviewed annually.

Definitions of Medical Conditions

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

Short-term affecting their participation at school because they are injured, in treatment, accessing an intervention and / or on a course of medication.

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 student's medical condition and that students feel safe.

It is important that short and long term care is provided in a non-stigmatising way wherever possible. For example, agreed subtle communication about medical health needs between students and staff and privacy when needs are being addressed.

All students at Goldwyn School have an Education, Health and Care Plan (EHCP). The majority of students join the school with at least one medical condition already identified or awaiting assessment for a medical condition, some of which may be considered a disability. Where this is the case, the governing bodies **must** comply with their duties under the Equality Act 2010. Health needs are reflected in the students' EHCP and revised through the Annual Review process, when a new medical condition is diagnosed or there is a change to the treatment and level of support required.

Policy Implementation

Roles and Responsibilities

The statutory duty for making arrangements for supporting students at Goldwyn school with medical conditions rests with the **governing body**.

The governing body will:

- Review this policy in a timely manner, in line with the relevant legislation and requirements
- Make sure that the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition
- Monitor practice, and staff training, in regards to pupils with medical conditions, in line with this policy

The governing body have conferred the following functions of the implementation of this policy to the staff below; however, the governing body remains legally responsible and accountable for fulfilling our statutory duty.

The overall responsibility for the implementation of this policy is given to Kerry Greene - **Principal**. She will also be responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in cases of staff absences or staff turnover, to ensure that

someone is always available and on-site with an appropriate level of training.

The governing body delegates the day-to-day implementation of this policy to Sarah Hopker **Assistant Principal Inclusion / SENCo**.

Heads of School will be responsible for briefing new staff or supply teachers of students' medical needs and for monitoring Individual Health Care Plans.

Pastoral Leads, Pastoral Managers, Form Tutors and/or Key Workers, in conjunction with parents, will be responsible for drawing up, implementing and keeping under review Individual Health Care Plans, ensuring that relevant staff are aware of these plans. Additionally, they will be responsible for preparing the relevant risk assessments for school visits and other school activities outside of the normal timetable.

All members of staff are expected to show a commitment and awareness of student's medical conditions and the expectations of this policy. All new members of staff will be inducted into the arrangements and guidelines in this policy upon taking up their post.

Parents/carers should provide the school with sufficient and up-to-date information about their child's medical needs. They may, in some cases, be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's Individual Healthcare Plan. They should carry out any actions they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

In addition, we will approach the health professional involved in a student's care, or refer to the **Community Nursing Team**, for support with drawing up Individual Healthcare Plans, to secure or commission specialist medical training, or to liaise with lead clinicians for advice or support in relation to students with medical conditions.

Other **healthcare professionals, including GPs and paediatrician**, should notify the Community Nursing Team when a student has been identified as having a medical condition that will require support at school. Specialist local health teams may be able to provide support and training to staff for students with particular conditions (e.g. asthma, diabetes, epilepsy or severe allergies).

Students with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their Individual Healthcare Plan. Other students will often be sensitive to the needs of those with medical conditions, and can, for example, alert staff to the deteriorating condition or emergency need of students with medical conditions.

Equal opportunities

Goldwyn School will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any students. Our school is clear about the need to actively

support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. The school will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, students, their parents/carers and any relevant healthcare professionals will be consulted.

Procedure to be followed when notification is received that a student has a medical condition

This covers notification at admission, procedures to cover transitional arrangements between schools or alternative providers, and the process to be followed upon reintegration after a period of absence or when students' needs change. For students being admitted to Goldwyn School for the first time, the arrangements will be in place for the student's start date. In other cases, such as a new diagnosis, Goldwyn will make every effort to ensure that a student is not prevented from attending school because arrangements for supporting medical conditions have not been put in place.

Goldwyn School does not have to wait for a formal diagnosis before providing support to students. In cases where a student's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on 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. These discussions will be led by **Head of School and/or Assistant Principal Inclusion/SENCo**, and, following these discussions, an Individual Healthcare Plan will be written in conjunction with the parents/carers.

Individual Healthcare Plans (IHPS)

Individual Healthcare Plans (IHPs) will help to ensure that Goldwyn effectively supports students 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. As a result, all students at Goldwyn School will have at least at Template A completed of an Individual Healthcare Plan.

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 student effectively. The level of detail within the plan will depend on the complexity of the student's conditions and the degree of support needed. This is important because different students with the same health condition may require very different support.

Individual Healthcare Plans should be drawn up in partnership between the school, parents or carers and, where appropriate, a relevant healthcare professional, e.g. school, specialist or student's community nurse, who can best advise on the particular needs of the student.

Students should also be involved whenever appropriate. The aim should be to capture the steps which Goldwyn School should take to help manage their condition and overcome any potential barriers to getting the most from their education. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school.

The **Assistant Principal Inclusion / SENCO** in liaison with **Head of School's** will ensure that Individual Healthcare Plans are reviewed at least annually or earlier if evidence is presented that the student's needs have changed – there are also scheduled times throughout the academic year for discussion with parents or carers to check the Individual Healthcare Plan is up to date, in addition to the Annual Review of the students' EHCP. They will be developed and reviewed with the student's best interests in mind and ensure that Goldwyn assesses and manages risks to the student's education, health and social wellbeing, and minimises disruption. Where a student is returning to school following a period of hospital education or alternative provision, Goldwyn will work with the local authority and education provider to ensure that the Individual Healthcare Plan identifies the support the student will need to reintegrate effectively.

The DfE Templates (May 2014) will be used by Goldwyn when creating an Individual Healthcare Plan and will include the following information:

- the medical condition, its triggers, signs, symptoms and treatments;
- the student'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 corridors, travel time between lessons;
- specific support for the student's educational, social and emotional needs - for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed (some students will be able to take responsibility for their own health needs), including in emergencies. If a student 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 student's medical condition from a healthcare professional; cover arrangements for when they are unavailable;
- who in the school needs to be aware of the student's condition and the support required;
- arrangements for written permission from parents or carers for medication to be administered by a member of staff, or self-administered by the student during school hours;

- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, eg, risk assessment;
- where confidentiality issues are raised by the parent / student, the designated individual to be entrusted with information about the student's condition; and
- what to do in an emergency, including whom to contact, and contingency arrangements. Some students may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their Individual Healthcare Plan.

Appendices, such as a Safety Management Plan, a Treatment or Plan or a Plan to Prevent, may be held with a student's Individual Healthcare Plan, where applicable.

Individual Health Care Plan's will be stored on the school SharePoint, student Arbor Profile and a paper copy held in centre medical rooms/locations.

Staff Training and Support

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so. The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Principal and/or Assistant Principal Inclusion /SENCO. Training and training records will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to support with, their implications and preventative measures

All staff will receive training so that they are aware of this policy and understand their role in implementing it. This will be provided for new staff during their induction. **Mark Sibley, Health & Safety Officer**, will seek advice from relevant healthcare professionals about training needs, including preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any Individual Healthcare Plans). A first aid certificate does not constitute appropriate training in supporting students with medical conditions. Healthcare professionals, including the school nurse, can provide confirmation of proficiency of

staff in a medical procedure, or in providing medication).

A record of all First Aid and other medical needs training is held by the Health & Safety Officer, Mark Sibley, and reported to the Governing Body each year.

The following staff have received First Aid Training:

Centre	Member of Staff	Date trained	Course	Supplier	Expiry date on certificate
Ashford	Amanda Dove	Jan 2024	Emergency First Aid at Work - FAA L3 Award	Paul Upton NUCO	Jan 2027
Ashford	Kim Kingwell	Jan 2024	Emergency First Aid at Work - FAA L3 Award	Paul Upton NUCO	Jan 2027
Ashford	Kath Bricknell	Sept 2026	Level 3 Award in First Aid at Work	Paul Upton NUCO	Sept 2029
Ashford	Mark Sibley	Sept 2026	Level 3 Award in First Aid at Work	Paul Upton NUCO	Sept 2029
Ashford	Delyth Hickman	Sept 2026	Level 3 Award in First Aid at Work	Paul Upton NUCO	Sept 2029
Ashford	Emma-Perry Macleod	Dec 2024	Emergency First Aid at Work - FAA L3 Award	Paul Upton NUCO	Dec 2027
Ashford	Gemma Navarro	Dec 2024	Emergency First Aid at Work - FAA L3 Award	Paul Upton NUCO	Dec 2027
Ashford	Sal David	Dec 2024	Emergency First Aid at Work - FAA L3 Award	Paul Upton NUCO	Dec 2027
Ashford	Jade Grover	July 2026	Emergency First Aid at Work - FAA L3 Award	Paul Upton NUCO	July 2029
Ashford	Henry Sampson	July 2026	Emergency First Aid at Work - FAA L3 Award	Paul Upton NUCO	July 2029
Folkestone	Jamie Smith	JAN 26	FOREST FIRST AID	ELST	JAN 2029
Folkestone	Sarah Cave	Dec 2024	Emergency First Aid at Work - FAA L3 Award	Paul Upton NUCO	Dec 2027
Folkestone	Sarah Grace	Dec 2024	Emergency First Aid at Work - FAA L3 Award	Paul Upton NUCO	Dec 2027
Folkestone	Donna Epsley	Dec 2024	Emergency First Aid at Work - FAA L3 Award	Paul Upton NUCO	Dec 2027
Folkestone	Barry McGinn	Dec 2024	Emergency First Aid at Work - FAA L3 Award	Paul Upton NUCO	Dec 2027
Folkestone	Darby Alcorn	March 2025	Emergency First Aid at Work – FAA L3	Ashford First Aid Training	March 2028
Folkestone	Ione Allen	Dec 2024	Emergency First Aid at Work - FAA L3 Award	Paul Upton NUCO	Dec 2027
Folkestone	Sam Brown	March 2026	Emergency First Aid at Work - FAA L3 Award	Paul Upton NUCO	March 2029

Folkestone	Connor Ashman	March 2026	Emergency First Aid at Work - FAA L3 Award	Paul Upton NUCO	March 2029
Folkestone	Michele Jeffries	March 2026	Emergency First Aid at Work - FAA L3 Award	Paul Upton NUCO	March 2029
Plus	Sally Ann Wilcock	Feb 2026	Level 3 Award in First Aid at Work	Paul Upton NUCO	Feb 2029
Plus	Melanie Cook	Feb 2026	Level 3 Award in First Aid at Work	Paul Upton NUCO	Feb 2029
Plus	Emily Oliver	Feb 2026	Level 3 Award in First Aid at Work	Paul Upton NUCO	Feb 2029
Plus	Robert Philips	Feb 2026	Level 3 Award in First Aid at Work	Paul Upton NUCO	Feb 2029
Plus	Miriam Delahoy	Feb 2026	Level 3 Award in First Aid at Work	Paul Upton NUCO	Feb 2029
Plus	Amanda Spurrell	Feb 2026	Level 3 Award in First Aid at Work	Paul Upton NUCO	Feb 2029
Plus	Julie Butler	Feb 2026	Level 3 Award in First Aid at Work	Paul Upton NUCO	Feb 2029
Plus	Carly Plumb	Feb 2026	Level 3 Award in First Aid at Work	Paul Upton NUCO	Feb 2029
Plus	Paul Upton	June 2025	FAA Level 3	NUCO	June 2028
Sixth Form	Matthew Cosier	Feb 2026	Level 3 Award in First Aid at Work	NUCO	Feb 2029
Sixth Form	Darren Hover	Feb 2026	Level 3 Award in First Aid at Work	NUCO	Feb 2029
Sixth Form	Cassie Lee	Jan 2024	Emergency First Aid at Work - FAA L3 Award	First Aid Awards Ltd	Jan 2027
Sixth Form	Natasha Pithers	March 2026	Emergency First Aid at Work - FAA L3 Award	First Aid Awards Ltd	March 2029
Nurture Hub	Michelle Maddison	Feb 2025	Emergency First Aid at Work - FAA L3 Award	Ashford First Aid Training	Feb 2028
Nurture Hub	Dawn Sibley	March 2026	Emergency First Aid at Work - FAA L3 Award	Paul Upton NUCO	March 2029
Nurture Hub	Charlie Thompson	March 2026	Emergency First Aid at Work - FAA L3 Award	Paul Upton NUCO	March 2029

Named People for Supervising Administration of Medicines:

Centre	Member of Staff
Ashford	Kath Bricknell Amanda Dove Steve Glasscock Kim Kingwell Mark Sibley Gemma Navarro Emma Perry-Mcleod Michelle Levitt
Plus	Emily Oliver Tina Mills Cassie Lee Paul Upton Deborah Hark Charlotte Nye
Sixth Form	Emily Oliver Tina Mills Cassie Lee Matthew Cosier Darren Hover Kiera Grayson
Folkestone	Jamie Smith Donna Epsley Barry McGinn
Nurture Hub	Michelle Maddison

Defibrillator:

Plus	No official training but all FA Trained staff trained in-house by Paul Upton who is trained.	AED & CPR (use of Defibrillator)	Sept 2024
Sixth Form	No one is officially trained. Had brief instruction	AED & CPR (Use of Defibrillator)	Sept 2024
Ashford	No one is officially trained. Had instruction via First Aid Trainer	AED & CPR (Use of Defibrillator)	Sept 2024

Folkestone	No one is officially trained. Had instruction via First Aid Trainer	AED & CPR (Use of Defibrillator)	Nov 2024
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The Student's Role in Managing Their Own Medical Needs

If, after discussion with the parent/carer, it is agreed that a student is competent to manage their own medication and procedures, they will be encouraged to do so. This will be reflected in the Individual Healthcare Plan.

Wherever possible, students will be allowed to carry their own medicines and relevant devices or should be able to access their medication for self-medication quickly and easily; these will be **stored in a locked medical cupboard in the medical room or school office** with the exception of adrenaline devices to ensure that the safeguarding of other students is not compromised. Goldwyn also recognises that students who take their medicines themselves, and / or manage procedures, may require an appropriate level of supervision. If it is not appropriate for a student to self-manage, then relevant staff will help to administer medicines and manage procedures for them.

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

Managing Medicines on School Premises and Record Keeping

At Goldwyn, the following procedures are to be followed:

- Medicines should only be administered at school when it would be detrimental to a student's health or school attendance not to do so;
- No student under 16 should be given prescription or non-prescription medicines without their parent's/carer's written consent (see Template B) - except in exceptional circumstances where the medicine has been prescribed to the student without the knowledge of the parents. In such cases, every effort should be made to encourage the student or young person to involve their parents while respecting their right to confidentiality;
- Students must not self-medicate non-prescription drugs.
- With parental written consent (as part of the general consents upon induction), those named as administering medicines will administer non-prescription drugs sent in by parents/carers **except** aspirin or medication containing aspirin **unless** it is prescribed by a doctor. This will only be done once verbal contact has been made with parents / carers and agreement given. Medication, e.g. for pain relief, should never be administered without first checking maximum dosage and when previous dose was taken. As part of conversation, parents / carers will be informed of the dosage of non- prescription drugs given in school and recorded on Arbor.

- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours;
- Goldwyn will only accept prescribed medicines, with written permission from parents / carers that are in-date, labelled, provided in the original container as dispensed at a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must be in-date but will generally be available to schools inside an insulin pen or a pump, rather than its original container;
- All medicines will be stored safely in the **locked medical cupboard in the medical room or school office** - students 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 (**First Aiders / SMT**).
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens (carried by students) should be always readily available and located in the main medical room. Asthma inhalers should be marked with the student's name.
- During school trips the first aid trained member of staff will carry all medical devices and medicines required;
- A student who had been prescribed a controlled drug may legally have it in their possession **if they are competent to do so**, but passing it to another student for use is an offence. Monitoring arrangements may be necessary. However, in order to safeguard everyone, we will keep all controlled drugs that have been prescribed for a student securely stored in a non-portable container and only named staff will have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in the school;
- Staff administering medicines should do so in accordance with the prescriber's instructions. Goldwyn will keep a record on Arbor of all medicines administered to individual students, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted. Written records are kept of all medicines administered to students. These records offer protection to staff and student and provide evidence that agreed procedures have been followed;
- When no longer required, medicines should be returned to the parent / carer to arrange safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

Emergency Procedures

Kerry Greene (Principal), Heads of School and the Education Trips Coordinator will ensure that arrangements are in place for dealing with emergencies for all Goldwyn activities wherever they take place, including Goldwyn trips within and outside the UK, as part of the general risk management process.

Where a student has an Individual Healthcare 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 students in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a student needs to be taken to hospital, staff should stay with the student until the parent / carer arrives, or accompany a student taken to hospital by ambulance. Goldwyn School staff will ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.

Day Trips, Residential Visits, and Sporting Activities

Goldwyn will actively support students with medical conditions 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.

Goldwyn will always conduct a risk assessment so that planning arrangements take account of any steps needed to ensure that students 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.

Other Issues for Consideration

Where a student uses home-to-school transport and they also have a medical condition which is life threatening, we will share the student's Individual Healthcare Plan with the allocated driver.

Following consultation with parents of students concerned, Goldwyn holds inhalers on site for emergency use by students. Exemption dates are checked and empty ones sent home for replacement.

Unacceptable Practice

Although staff at Goldwyn should use their discretion and judge each case on its merit with reference to the student's Individual Healthcare Plan, it is not generally acceptable practice to:

- Prevent students from easily accessing their inhalers and medication, or administering their medication when and where necessary;
- Assume that every student with the same condition requires the same treatment;
- Ignore the views of the student or their parents / carers; or ignore medical evidence or opinion (although this may be challenged);
- Send students with medical conditions home frequently or prevent them from

staying for normal school activities, including lunch, unless this is specified in their Individual Healthcare Plans;

- If the student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- Penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- Prevent students from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively;
- Require parents / carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent students from participating, or creating unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the student.
- Administer, or ask students to administer, medicine in school toilets.

Liability and Indemnity

Goldwyn School is insured under the KCC Insurance Scheme.

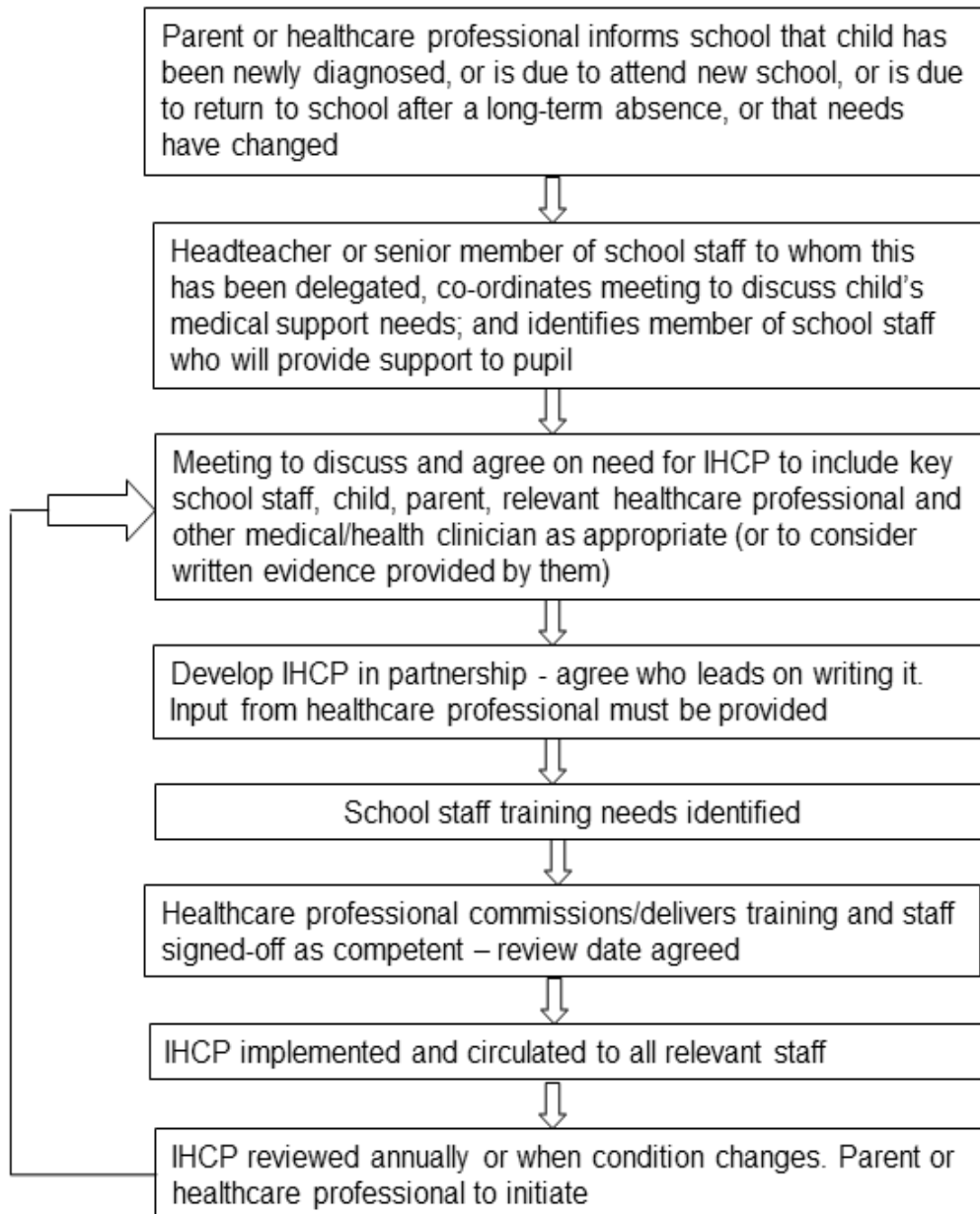
Complaints

Should parents / carers be unhappy with any aspect of their child's care at Goldwyn School, they must initially discuss their concerns with the centre. This will be with the student's Hub/Pastoral Manager in the first instance, with whom any issues should be addressed. If this does not resolve the problem or allay the concern, it should be brought to attention of **Head of School**, who will, where necessary, bring concerns to the attention of **Kerry Greene - Principal**. In the unlikely event of this not resolving the issue, the parent / carer must make a formal complaint using the Goldwyn Complaints Procedure.

Monitoring arrangements

This policy will be monitored by the Assistant Principal Inclusion / SENCO.
It will be reviewed and approved by the governing board every year.

Annex A: Model Process for Developing Individual Healthcare Plans **



Goldwyn School Individual Healthcare Plan (Template A)



Name of school/setting	Goldwyn School				
Student name					
Group/unit/class/form					
Date of birth				Year Group	
Student address					
Medical diagnosis or condition(s)					
Date of initial completion					
Review date (at latest)				Or any change	
Family Contact Information					
Name					
Relationship to student					
Phone no. (work)					
(home)					
(mobile)					
Name					
Relationship to student					
Phone no. (work)					
(home)					
(mobile)					
Clinic/Hospital Contact					
Name					
Phone no.					
G.P.					
Name					
Surgery name					
Phone no.					
Allergies					

Who is responsible for providing support in school

Describe medical needs and give details of student'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

Medication Name	Taken in School/Out of school	Time Taken	Dosage	Other Information

Daily care requirements

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

Arrangements for school visits/trips etc.

Other information

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

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

Plan developed with

Staff training needed/undertaken –
who, what, when

Form copied to

Date reviewed:	Changes:	Informed by:	Reviewed by:

Goldwyn School Parental Agreement for Setting to Administer Medicine (Template B)



If more than one medicine is to be given a separate form should be completed for each one.

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	Goldwyn School
Name of student	
Date of birth	
Group/unit/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 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 student	
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 _____

Goldwyn School Record of Medicine Administered to an Individual (Template C)



Maintained in individual student containers in medical cupboard and also recorded on Arbor.

Name of school/setting	Goldwyn School
Name of student	
Group/unit/class/form	
Date medicine provided by parent	
Quantity received	
Name and strength of medicine	
Expiry date	
Dose and frequency of medicine	
Date returned	
Quantity returned	

Staff signature _____ Staff name _____

Parent signature _____ Parent name _____

Date			
Time given			
Dose given			
Administered by			
Staff initials			

Date			
Time given			
Dose given			
Administered by			
Staff initials			

Template C: Record of Medicine Administered to an Individual Student

Date			
Time given			
Dose given			
Administered by			
Staff initials			

Date			
Time given			
Dose given			
Administered by			
Staff initials			

Date			
Time given			
Dose given			
Administered by			
Staff initials			

Date			
Time given			
Dose given			
Administered by			
Staff initials			

Date			
Time given			
Dose given			
Administered by			
Staff initials			

Goldwyn School Record of Medicine Administered to All Students (Template D)

Goldwyn School uses it's own information management system (Arbor) to record medications taken each day.



Name of School / Setting	
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Date	Student's Name	Time	Name of Medicine	Dose Given	Any Reactions	Signature of staff	Print Name

Goldwyn School Staff Training Record - Administration of Medicines and / or Medical Procedures (Template E)



Name of School / Setting	
Name	
Type of Training Received	
Date of Training Completed	
Training Provided by (Profession / 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 [frequency].

Trainer's Signature _____

Date _____

I confirm that I have received the training detailed above.

Staff Signature _____

Date _____

Suggested Review Date _____