



# Idsall School

## Supporting Students with Medical Conditions Policy

### Sponsorship & Review

#### Sponsor

Mrs V Hulme, Business Manager

#### Reviewed

Jan 2017

#### Next Review Date

Jan 2018

# **Supporting students with medical conditions**

- 1. POLICY STATEMENT**
- 2. POLICY FRAMEWORK**

## **1. POLICY STATEMENT**

**This is the “supporting students with medical conditions” Policy Statement of Idsall School**

**Medical conditions include asthma, diabetes, anaphylaxis and epilepsy plus any others as and when identified.**

- Idsall School is an inclusive community that aims to support and welcome students with medical conditions.
- The school aims to provide all students with a medical condition the same opportunities as others at school
- The school ensures all staff understand their duty of care to students in the event of an emergency.
- All staff should feel confident in knowing what to do in an emergency.
- The school understands that certain medical conditions are serious and can be potentially life-threatening.
- The school understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at this school.
- All staff are made aware of students with serious medical conditions and have access to Health Care Plans if required.
- Staff receive regular training on medical conditions and how to administer medication.
- Staff should be vigilant in maintaining student confidentiality.

A Management System has been created to ensure the above commitments can be met. All Governors, staff and students will play their part in its implementation.

Signed:.....

Date:.....

Review date:.....

## **2. POLICY FRAMEWORK**

### **2.1 Idsall School is an inclusive community that supports and welcomes students with medical conditions.**

- This school is welcoming and supportive of students with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other students. No child will be denied admission or prevented from taking up a place in the school because arrangements for their medical condition have not been made.
- This school will listen to the views of students and parents
- The school wants students and parents to feel confident in the care they receive from us and that the level of care meets their needs.
- Staff understand the medical conditions of students at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- All staff understand their duty of care to our students and know what to do in the event of an emergency.
- Idsall School understand that all children with the same medical condition will not have the same needs.
- The school recognizes that duties in the children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions and are anticipatory.

### **2.2 This School's medical conditions policy has been drawn up following discussion with various personnel, including parents, staff, Governors, the school nurse and other health professionals.**

### **2.3 This policy is supported by a clear communication plan for staff, parents, and other external professionals to ensure its full implementation.**

- Students, parents, staff, Governors and external healthcare professionals are reminded and informed about the medical conditions policy.

### **2.4 All children with a serious medical condition will have an individual healthcare plan (IHP).**

- An IHP details exactly what care a child needs in school, when they need it and who is going to give it.
- The IHP also has information on the impact any health condition may have on a child's learning, behavior or classroom performance.
- The IHP will be drawn up with the child, parent, relevant school staff and a specialist healthcare professional.

## **2.5 All staff understand and are trained in what to do in an emergency for children with medical conditions.**

- All school staff, including temporary or supply staff, are aware of the medical conditions at Idsall and understand their duty of care to students in an emergency.
- All staff will receive training in what to do in an emergency and this is refreshed on a regular basis, annually or biannually.
- The IHP will accompany a student should they need to attend hospital, this contains parental permission to share the IHP with emergency care setting
- If a student needs to attend hospital a member of staff will stay with them until a parent arrives, or accompany the child to hospital if required, they will not take the student to hospital in their own car.

### **The Headteacher is responsible for:**

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Idsall School
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.

### Developing Individual Healthcare Plans (IHCPs).(See Appendix A )

- 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 students in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical condition.

### **Staff members are responsible for:**

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting students 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 student with a medical condition needs help.
- The First Aid Policy lists staff trained in the administration of Epipens..

### **The Governing Body is responsible for:**

- The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Idsall School.
- Ensuring that the Supporting Students with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all students with medical conditions are able to participate fully in all aspects of school life so far as their condition permits.
- Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- Keeping written records of any and all medicines administered to individual students and across the school population.
- Ensuring the level of insurance in place reflects the level of risk.

### **Parents and carers are responsible for:**

- Keeping the school informed about any changes to their child/children's health.
- Completing a parental agreement for school to administer medicine form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with Lead First Aider and/or, other staff members and healthcare professionals.

### **Definitions**

- "Medication" is defined as any prescribed or over the counter medicine.
- "Prescription medication" is defined as any drug or device prescribed by a doctor.

- A “staff member” is defined as any member of staff employed at Idsall School.

## **Training of staff**

- Teachers and support staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction.
- Teachers and support staff will receive regular and ongoing training as part of their development.
- Teachers and support staff who undertake responsibilities under this policy will receive the following training externally:
  - First Aid at Work Training every 3 years
  - Training annually from the Diabetic nurse
  - Epipen Training
  - Epilepsy Awareness
  - Diabetes Training
  - Asthma Awareness
  - Defibrillator training
- No staff member may administer prescription medicines or undertake any healthcare procedures without consulting the Lead First Aiders Mrs K Lorimer or Mrs L Donegani
- No staff member may administer drugs by injection unless they have received training in this responsibility
- The Business Manager will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.
- At the beginning of the school year a photo gallery is shared with staff of all diabetics, students carrying Epipens, Epileptics and students with specific medical conditions. Mid year starters this is included in the induction.

## **The role of the child**

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures where this does not impact on the safety of others.
- Where possible, students 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.
- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, students will be encouraged to take their own medication under the supervision of an adult.
- Students with specific medical conditions carry cards detailing their requirements to show to teachers.

## **Individual Healthcare Plans (IHCPs)**

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

## **Medicines**

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- Medications will be stored in the Medical Room or medical fridge.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Students will never be prevented from accessing their medication.
- Idsall School cannot be held responsible for side effects that occur when medication is taken correctly.



## **Emergencies**

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
  - What constitutes an emergency.
  - What to do in an emergency.
- Students will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a student needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

## **Avoiding unacceptable practice**

**Idsall School understands that the following behaviour is unacceptable:**

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at school
- Sending the student to the medical room or school office alone if they become ill where it is considered life threatening.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

## **Insurance**

- Teachers who undertake responsibilities within this policy are covered by the school's insurance with the EFA Risk Pooling.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the Business Manager.

## **Complaints**

- The details of how to make a complaint can be found in the Complaints Policy:

### **2.6 Idsall School has clear guidance on providing care and support in administering medication**

- This school understands the importance of medication being taken and care received as detailed in the student's IHP.
- The school will ensure there are sufficient staff members who are trained to administer medication.
- This school will not give medication to a child under 16 without a parent's written consent except in exceptional circumstances.
- This school will ensure a trained member of staff accompanies a student with a medical condition on a trip, day or residential and a pre-meeting takes place with the trip leader, First aider, parent and child to discuss specific requirements.

## **2.7 This school has clear guidance on the storage of medication and equipment at school.**

- This school will ensure that emergency medication/equipment is readily available for the child to access on and off-site. Students may carry their emergency medication with them if appropriate and agreed by parent, child and school and this does not pose a risk to other students.
- This school will make sure that all medication is stored in the first aid room in a labelled drawer/container for each student.
- It is the responsibility of parents to replace out of date medications. Checks will be made by school staff and parents contacted to replace.
- Parents are asked to collect all medication/equipment at the end of the school year and to provide new in-date medication at the start of the new year.
- This school requires students to dispose of their needles and other sharps in individually labelled containers. They are to be taken home at the end of each term and a new one brought in at the beginning of the new term.

## **2.8 This school has clear guidance on record keeping.**

- Parents at this school are asked if their child has any medical conditions on the enrolment form.
- This information is entered onto SIMS.
- This school will then use the information to draw up an IHP with the student, parent, school staff and a designated healthcare specialist.
- The IHP is kept in a file in the first aid room. All staff are advised of students with serious medical conditions at the beginning of each term via email and photo gallery of the students in specified groups.
- IHPs are reviewed annually or as necessary if a parent has notified the school of a change.
- The school meet with parent, child, and specialist nurse and trip leader prior to any overnight or extended day trip, to discuss and make plans for any extra care requirements that may be needed.
- The IHP and medication will accompany a student on all school trips; this will be signed for when it leaves school and signed in on return.

**2.9 This school ensures that the whole school environment is inclusive and favourable to students with medical conditions.**

- The school is committed to providing a physical environment accessible to students with medical conditions.
- This school makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended activities and residential visits.
- All staff are aware of the potential social problems that students with medical conditions may experience and use this alongside the school's anti bullying policy, to help prevent and deal with any problems. They use lessons such as ID to raise awareness of medical conditions to help promote a positive environment.
- This school understands the importance of physical activity for all and adjustments will be made to ensure all students can access the activities. This includes out of school clubs and team sports.
- The school staff are aware if students with medical conditions have been advised to avoid/take special precautions during activities and potential triggers for a student's medical condition when exercising and how to minimise these.
- This school ensures students have the appropriate medication/equipment with them during physical activity.
- This school will not penalise a student for poor attendance if the absence is due to their medical condition.
- Staff will refer students to the SENCO if they are struggling to keep up educationally.
- This school ensure a risk assessment is carried out before any out of school visit, including work experience and educational visits. The needs of students with medical conditions are considered during this process and plans put in place.

**2.10 This school is actively working towards reducing specific triggers which can make common medical conditions worse or bring on an emergency.**

- This school is committed to identifying and reducing triggers both at school and on out of school visits.
- The IHP details an individual student's triggers and details how to ensure the student remains safe through the school day and on out of school activities.
- The school reviews all medical emergencies and incidents to see how they can be avoided and changes school policy according to these reviews.

**2.11 Where a child is returning to school following a period of absence due to their medical condition, this school will ensure the child received the necessary support required to reintegrate effectively.**

- This school will work in partnership with all relevant parties to ensure the policy is planned, implemented and maintained successfully.

**2.12 This school will ensure each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.**

**2.13 The medical conditions policy is reviewed annually, evaluated and updated.**

**2.14 List of qualified First Aiders are included in the First Aid Policy, this includes list of staff trained in the use of Epipens, Asthma awareness, Diabetes awareness and Defib.**

### **Appendix A- Individual healthcare plan**

<b>Idsall School Individual Health Care Plan</b>	
Child's name	
Tutor group	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	
<b>Family Contact Information</b>	
Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	
<b>Clinic/Hospital Contact</b>	
Name	
Phone no.	

**G.P.**

Name

Phone no.

Who is responsible for providing support in school

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

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

Daily care requirements

Specific support for the 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

## Appendix B- Individual healthcare plan implementation procedure

1. Parent of healthcare professional informs school that child has a medical condition or is due to return from long-term absence, or that needs have changed.
2. Headteacher coordinates a meeting to discuss child's medical needs and identifies member of school staff who will provide support to the student
3. Meeting held to discuss and agree on the need for IHCP to include key school staff, child, parent and relevant healthcare professionals
4. Develop IHCP in partnership with healthcare professionals and agree on who leads
5. School staff training needs identified
6. Training delivered to staff – review date agreed
7. IHCP implemented and circulated to relevant staff
8. IHCP reviewed annually or when condition changes. Parent/Carer or healthcare professional to initiate Back to point 3)

## Appendix C - Parental agreement for a school to administer medicine template

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

### Idsall School medicine administering form

Date for review to be initiated by	
Name of child	
Date of birth	
Tutor group	
Medical condition or illness	

#### Medicine

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

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

#### Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	<b>Carol Deakin, Attendance Manager</b>

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



**immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.**

**Signature(s)**\_\_\_\_\_

**Date**\_\_\_\_\_

# Appendix D - Record of medicine administered to an individual child template

## Idsall School record of medicine administered to an individual child

Name of child	
Date medicine provided by parent	
Tutor group	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

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

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

Date			
Time given			
Dose given			
Name of member of staff			

**Staff initials**

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**Date**

--	--	--

**Time given**

--	--	--

**Dose given**

--	--	--

**Name of member of staff**

--	--	--

**Staff initials**

--	--	--

**Date**

--	--	--

**Time given**

--	--	--

**Dose given**

--	--	--

**Name of member of staff**

--	--	--

**Staff initials**

--	--	--

**Date**

--	--	--

**Time given**

--	--	--

**Dose given**

--	--	--

**Name of member of staff**

--	--	--

**Staff initials**

--	--	--

**Date**

--	--	--

**Time given**

--	--	--

**Dose given**

--	--	--

**Name of member of staff**

--	--	--

**Staff initials**

--	--	--

**Date**

--	--	--

**Time given**

--	--	--

**Dose given**

--	--	--

**Name of member of staff**

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**Staff initials**

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**Date**

**Time given**

**Dose given**

**Name of member of staff**

**Staff initials**




## Appendix F – Asthma Plan



# IDSALL SCHOOL

## APPENDIX F SCHOOL ASTHMA HEALTH CARE PLAN

Child's Name	
Date of Birth	
Group/Class/Form	
Child's Address	
Date Asthma Diagnosed	

### Family Contact Information

Parents/ Guardian Name	
Phone No (work)	
Phone No (home)	
Phone No (mobile)	
Parent/Guardians Name	
Phone No (work)	
Phone No (home)	
Phone No (mobile)	

### G.P

Name	
Phone No	
Practise Address	

### Clinic/Hospital Contact

Name	
Phone No	

Describe how the asthma affects your child including their typical symptoms and asthma
'Triggers'
Describe their daily care requirements including the name of their asthma medicine(s), how often it is used and the dose <i>(e.g. once or twice a day, just when they have asthma symptoms, before sport)</i>
Describe what an asthma attack looks like for your child and the action to be taken if this occurs
Who is to be contacted in an emergency? Give three contact telephone numbers
Form copied to: (to be completed by the school asthma lead)

ADVICE FOR PARENTS

*Remember:*

1. It is your responsibility to tell the school about any changes in your child's asthma and/or their asthma medications.
2. It is your responsibility to ensure that your child has their 'relieving' medication with them in school and that it is clearly labelled with their name. You should confirm this with your child's class teacher.
3. It is your responsibility to ensure that your child's asthma medication has not expired.
4. Your child should not be exposed to cigarette smoke.

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Request for Student to Carry Their Own Medication -

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Asthmatics

Parents complete this form

If staff have any concerns about any of the information required for this form they should discuss with the school nurse.

Name of School	
Child's Name	
Group/Class/Form	
Address	
Name of Medicine	

Procedures to be taken in an emergency	
--	--

Contact Information

Contact Name	
Daytime Phone N°	
Relationship to Child	

I would like my son / daughter to keep their medicine on their person for use as necessary.
Signed _____
Print Name _____
Relationship to Student _____





# IDSALL SCHOOL

## Parental Agreement for School to Administer Medicine

**The school will not give your child medicine unless you complete and sign this form.**

Child's Name	
Date of Birth	
Group/Class/Form	
Medical Condition or Illness	
Name and Phone N° of GP	

Name/Type of Medicine <i>(as described on the container)</i>	
Dosage and Method	
Are there any side effects that the school needs to know about?	
Procedures to take in an emergency	

### Contact Details

Name	
Daytime Phone N°	
Relationship to Child	
Address	

I accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school of any changes to my child's medication in writing.

Date:

Signature( s):

Appendix G- Diabetes Plan

attached



# APPENDIX H

## Individual healthcare plan (IHP) for epilepsy

Date: \_\_\_\_\_ Review date: \_\_\_\_\_

### Child's details

Name	
Group/class/form	
Date of birth	
Address	

### Family contact information

Contact name (First)	
Relationship to child	
Phone number (work)	
(mobile)	
(home)	
Contact name (second)	
Relationship to child	
Phone number (work)	
(mobile)	
(home)	

#### Clinic/hospital contact

Name	
Role	
Phone number	

#### GP

Name	
Phone Number	
Address	

Who is responsible for providing support at school?	
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*Details of epilepsy / epilepsy syndrome*

--

*Seizure(s) – type, what happens before, during and after, frequency, duration*

--

*Action to be taken during and after a seizure*

--

*Emergency procedure if seizure lasts more than \_\_minutes*

--

*Emergency medication (only to be administered by named and trained members of staff):*

Name and dose of medication	
Named individual(s) who may give medication	

*Anti-epileptic drug(s)*

<i>Name:</i>	<i>Dose:</i>
<i>Name:</i>	<i>Dose:</i>
<i>Name:</i>	<i>Dose:</i>

*Side-effects of medication*

--

*Information about other treatments*

--

*Seizure triggers (if known):*

--

*Specific support or equipment required (for medical, educational, social, emotional needs)*

--

*Activities that require special precautions, and how to manage*

--

*Arrangement for school trips*

--

*Other information*

--

**This plan has been agreed by  
(pupil/parent/carer/doctor/lead  
First Aider/epilepsy specialist  
nurse):**

<b>Name:</b>	<b>Signature:</b>
<b>Role:</b>	<b>Contact Number:</b>

<b>Name:</b>	<b>Signature:</b>
<b>Role:</b>	<b>Contact Number:</b>

<b>Name:</b>	<b>Signature:</b>
<b>Role:</b>	<b>Contact Number:</b>

<b>Name:</b>	<b>Signature:</b>
<b>Role:</b>	<b>Contact Number:</b>

Details of staff training required

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Appendix I – Anaphylaxis Plan  
attached



## Appendix J - 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.**

Your telephone number – **01952 468400**

Your name.

Your location as follows: **Idsall School, Coppice Green Lane, Shifnal, Shropshire, TF11 8PD**

The exact location of the patient within the school.

The name of the child and a brief description of their symptoms.

The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.

## Appendix H - Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent,

RE: 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 students 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 student needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, students, 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 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 include **add details of team**. 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 add name of other staff lead** would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,

Karen Lorimer

Enc Appendix A