



THE DOWNS MALVERN

First Aid and Health Care Policy

This policy is relevant to all sections of the School, EYFS, Pre-Prep and Prep, including Boarding.

Aim

The health and safety of all members of the school community and visitors to the school is of utmost importance. This policy is created with the aim of ensuring that all staff members, visitors to the school, pupils, and parents are aware of standard first aid procedures that will be followed in the event of any major or minor illness, accident or injury, and how they can contribute to the effective resolution of such incidents.

In addition to this, the school recognises that under Section 100 of the Children and Families Act 2014 it has an additional duty to make arrangements for supporting pupils at their school with medical conditions. This is done through the creation of individual care plans/allergy action plans. These will be drawn up to ensure that the needs of children with medical conditions are effectively supported and that no pupil will be excluded from full access to education, including school trips and physical education on the grounds of their medical condition.

This policy is created and maintained by the school Governing Body with the assistance of the Headmaster and the Senior Matron and is put into practice in conjunction with the school's Health and Safety policy. The school expects all staff to be familiar with this policy, as with all school policies. The governors will receive a report, as part of health and safety, to confirm that this policy and all individual care plans/allergy action plans have been reviewed regularly and are readily accessible to staff. The Health and Safety Policy can be found on TEAMS

Staff should always dial 999 for emergency services in the event of a serious emergency, medical or otherwise, before implementing the terms of this policy.

Roles and Responsibility

The Governing Body holds the overall responsibility for ensuring that the school has an up to date First Aid and Healthcare Policy, and effective first aid provision, personnel, and equipment in place.

The Governing Body must further ensure that arrangements are in place to support pupils with medical conditions and in doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. However, it is the school Headmaster and Senior Leadership Team (SLT) that are in the best position to monitor the first aid provision in the school on a day-to-day basis.

The Senior Matron

The Senior Matron is responsible for ensuring that first aid provision is up to standard on a day-to-day basis and will ensure that all individual care plans/allergy action plans are regularly reviewed and remain relevant and up to date. They will be developed with the pupil's best interests in mind and

ensure that the school assesses and manages risks to the pupil's education, health and social wellbeing and minimises disruption.

The Headmaster delegates to the Senior Matron the responsibility for ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. The Senior Matron should ensure that all staff who need to know are aware of the pupil's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual care plans/allergy action plans, including in contingency and emergency situations.

The Senior Matron is responsible for ensuring that the first aid provision in the school is up to standard and that any shortfalls in provision are identified and dealt with immediately.

The Senior Matron is responsible for:

- ensuring that all supply staff and new staff members are fully briefed as to the needs of any pupil with individual care plans/allergy action plans which they are likely to encounter;
- the provision of first aid supporting pupils with medical needs;
- administration of medication;
- medically assessing minor illnesses and injuries;
- managing the Medical Centre;
- liaising with the DSL and pastoral care for pupils; and
- liaising with local GP services.

The Senior Matron can be contacted at the Medical Centre on 01684 544109.

First Aiders

In addition to the Senior Matron and Assistant Matron, the school has several first aiders. First aiders are members of staff who have completed a Health and Safety Executive (HSE) approved first aid course and hold a valid certificate. First aiders receive updated training as required by statute according to their qualification. First aiders must make sure that their certificates are kept up to date through liaison with the Senior Matron. Training must be updated every 3 years unless stipulated more frequently.

First aiders are required to:

- respond promptly to calls for assistance;
- give immediate first aid within their level of competence to staff, pupils and visitors to the school when it is needed; and
- ensure that emergency services are called when necessary.

First aiders are not paramedics.

There will be at least one paediatric first aider on the school site when children, including EYFS are present. A paediatric first aider must accompany EYFS pupils on any school outings.

If the Senior Matron is not present, the Medical Centre is manned by the Assistant Matron

A list of certified first aiders can be found on TEAMS.

School Staff

School staff who are not designated first aiders still have responsibility for first aid provision throughout the school. All staff should be aware of this policy and the school's Health and Safety Policy. Staff should:

- ensure that they are familiar and up to date with the school's First Aid and Healthcare Policy and standard procedures;
- keep their line managers informed of any developments or changes that may impact on the school's first aid provision, including any incidents that have already occurred;
- ensure that all the correct provisions are assessed and in place before the start of any activity;
- ensure that in-school activities that they are supervising or organising are risk assessed, and in line with the school's Health and Safety Policy, to reduce the risk of accident or injury;
- cooperate fully with the school to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance;
- ensure that any equipment used is properly cared for and in the proper working order, including first aid boxes around the school. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used;
- be aware of the needs of pupils with medical conditions that they teach; and
- know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Volunteers at the school have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the school's Health and Safety Policy and procedures.

Pupils

Pupils can help the school ensure first aid provision is effectively put into practice by:

- Reporting any medical emergencies or incidents to a member of staff immediately.
- Reporting anything that they feel to be a hazard to health and safety on or near the school premises.
- Taking care for their own safety and the safety of others. Pupils that put themselves, staff, or any other members of the school community or visitors to the school in danger through reckless behaviour may be dealt with under the school's Behaviour Policy.
- Make sure that staff members are aware of any of their own health conditions or ailments that may require first aid assistance (*for example diabetes, epilepsy*). This is particularly important in circumstances where pupils will be travelling off the school premises, for example for a sports match or a school trip.
- All pupils are expected to act in a way which demonstrates a positive awareness to the needs of those with medical conditions and be aware of their responsibility for informing a member of staff if a fellow pupil is unwell.

Parents

Parents can help the school maintain effective health care and first aid provision by:

- Ensuring a full statement about their child's medical needs is made on admission to school through the medical questionnaire and information forms.
- Completing the change in medical history update form to ensure any changes in health are recorded.
- Alerting the school to any confirmed or suspected cases of notifiable disease.
- Alerting the school to any temporary medical conditions that their child has that may require first aid. This is extremely important, and parents are required to notify the school in writing of such circumstances. Where medication has been prescribed, either for a set timescale or as an ongoing provision and it is necessary for this to be administered at school, this medication will be kept in the Medical Centre and administered as per the dosage instructions. It is important that parents do not send their children to school with prescribed medication or other types of medication without informing Matron on duty. This should be brought directly to the Medical Centre when the child arrives at the school.
- Working with the school to instil a sense of first aid responsibility in their children. This means being aware of health and safety practicalities and promoting safe behaviour at home.

- Making the school aware of anything that they feel to be a hazard to health and safety on or near the school premises

Visitors to the School

Visitors to the school are expected to take care around the school and have reasonable responsibility for the safety of themselves and other members of the school community.

Risk Assessments

Reviews are required to be carried out by department heads at least annually and when circumstances alter. Recommendations on measures needed to prevent or control identified risks are to be forwarded to their line manager and the Compliance Officer.

The Health and Safety Committee review and consider near misses on a termly basis.

As part of the school annual monitoring and evaluation cycle:

- the department heads will review the school first aid needs following any changes to staff, building/site, activities, off-site facilities, etc;
- the Senior Matron monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions; and
- The Medical Centre staff check the contents of the first-aid kits regularly and at the beginning of every term.

Medical Centre

There is a Matron on duty 24 hours a day during term time.

A sign on the door of the Medical Centre, at the top of the stairs by the Headmasters study, in the main school building, will give reference to where Matron can be found if she is not in the Medical Centre. The Matron on duty carries, at all times, a portable phone and can be contacted by dialling 109 on any telephone connected to the school internal telephone system

Surgery times are:

7:20am

1:00pm

7:00PM

The Medical Centre has a direct line- 01684 544109

School Doctor

The school doctor visits once a week.

At other times, pupils needing an urgent appointment will be taken to Colwall Surgery, or the doctor will be called to the school for a home visit.

When a pupil has seen the doctor, Matron will contact the parents as soon as possible. It may not always be possible to contact the parent prior to the appointment taking place.

Dental Treatment

Pupils whose parents live abroad are entitled to have dental treatment on the NHS if they request it. They are seen by a local NHS dentist.

Emergency dental treatment can be carried out at a hospital's Accident and Emergency department, by contacting the pupil's own dentist or calling 111 to find a local out-of-hours dental service.

Opticians Appointments

Parents are encouraged to take their children to the optician during the holidays for regular review if they already wear glasses.

The Medical Centre can arrange emergency visits for pupils who live overseas.

First Aid Boxes

First aid boxes are in all key areas within the school. These are checked and replenished regularly throughout the term and prior to each term starting.

It is the responsibility of the person using the first aid kit to inform Matron if items have been used. It is essential to complete the book within the first aid kit stating the reason for its use, i.e., who it was used for, nature of the injury, what happened to that person after the initial injury, and what items were used from the kit. This information will be dated and signed.

A Defibrillator is located in the School Office.

For School Mini-Buses

These are the responsibility of Malvern College and will be checked and replenished regularly throughout the term.

For Off-Site Activities

The member of staff responsible for the activity should collect the first aid kit from the Medical Centre before departure and return it back to the Medical Centre immediately upon returning to the school.

P.E. Away Matches and Fixtures

The member of staff responsible for the fixture should collect the first aid kit from the Medical Centre before departure and return it back to the Medical Centre immediately upon returning to the school.

Information on Students

Parents must provide written consent for the administration of first aid and medical treatment by signing the Medical Questionnaire prior to the pupil starting at the school.

The school takes pupil privacy and confidentiality very seriously. The Medical Centre staff will be responsible for sharing medical information to other staff and catering on a need-to-know basis, for example, ensuring that information regarding pupil allergies is shared with staff taking a class on an off-site trip. Pupil medical records will be kept locked in the Medical Centre and will only be accessed by the Medical Centre staff. Pupils' care plans/allergy asthma, allergy and ailment information is accessible on TEAMS by all staff. All staff have online password protection.

Confidentiality

Introduction

The Medical Centre provides a safe environment where the Medical Centre staff can have private consultations with pupils and staff.

Patient Information

All information given to the Medical Centre staff is to be treated as confidential. All records both written and electronic must be kept securely and accessed by the Medical Centre staff only. All information must be held and used in accordance with the school's Data Protection Policy.

Staff Access to Patient Information

Staff may have access to some medical information in order to prepare relevant documents and lists for school trips. This information will be relevant for school trips only and therefore limited. There may also be occasions when other members of staff need to be aware of a pupil's medical condition, for example in cases of severe allergies or asthma. Care plans/allergy action plans, asthma, allergies, and ailments can be found on TEAMS.

Pupil or Staff Sent Home

If a pupil is sent home, they must be signed out in the signing out book in the school office.

If a member of staff is sent home by the Medical Centre staff, for safety reasons they must inform the Headmaster and/or one of the Deputy Heads, and any other relevant staff, but without divulging any confidential medical details.

Names and times of pupils having consultations with the doctor or Medical Centre staff can be given to house staff, but without any confidential medical information including the reason for the consultation.

Pastoral Concerns

The Medical Centre staff will talk with Houseparents on a regular basis to discuss pastoral concerns of any pupils. It is recognised that although it is desirable for teaching/pastoral staff to be aware of any social issues, Medical Centre staff are still bound by their code of confidentiality and must be mindful of this when sharing information.

If the Medical Centre staff feel that the pupil has raised an issue whereby they would benefit from support from their teachers, they will strongly encourage them to give consent to discuss it with the relevant staff and for the pupils themselves to seek support from other staff where appropriate.

If the Medical Centre staff feel it is in the pupil's best interest to breach their confidentiality, for example in cases of child abuse or serious bullying, then they must inform the pupil prior to disclosing any confidential information to other staff or parents.

Respect of Privacy and Dignity

The Medical Centre staff must always respect the privacy and dignity of the pupil. This must be taken into consideration during medicals, assessment of a pupil's condition and treatment of an injury.

The pupil must be able to feel that they can come to the Medical Centre to discuss any issues in total confidence.

Pupils with Medical Conditions That Are Known to the School

When the school is notified by a parent or healthcare professional that a pupil has been diagnosed with a medical condition or will be transferring to the school or returning after a prolonged absence, an individual care plans/allergy action plan will be created. The Headmaster/Senior Matron will implement the procedure (outlined in Annex A) to draw up an individual healthcare plan and put into practice in conjunction with the school's Health and Safety Policy.

It is vital to ensure all staff are prepared at all times for a medical emergency as far as is practicably possible. The points below outline the provision in place for preparing for this type of an emergency.

- All staff are given up to date and regular training;
- A record of all pupils who have asthma, allergies and ailments is kept up to date and is accessible to all staff on TEAMS.

- Pupils are encouraged to carry their own inhaler. Emergency inhalers are accessible at all times and can be found in the cupboard outside the Medical Centre. Adrenaline Auto Injectors (AAI), injections are accessible at all times and can be found in the school office. All inhalers and Adrenaline Auto Injectors are suitably labelled and easily accessible in case of an emergency. Staff will be made aware of each individual's circumstances. However, under no circumstances will a pupil be prevented from accessing their inhalers and medication and administering their medication when and where necessary.
- All staff will ensure that pupils will always be permitted to drink, eat or take toilet or other breaks whenever they require in order to manage their medical condition effectively. Where a pupil becomes ill and needs to visit the Medical Centre they will always be allowed to do so.
- In the case of a medical emergency, as defined by the individual healthcare plan, Matron should be contacted, and the emergency services should be contacted when this is necessary.
- If a pupil becomes acutely unwell during the course of the school day, parents will be informed as soon as possible. A record should be made in the pupils clinical/medical notes which are kept locked away in the Medical Centre
- If a pupil needs to be taken to hospital and the parent is unable to accompany them, a member of staff will accompany the pupil and stay with the pupil until the parent arrives at the hospital.

Managing Medicines on School Premises

The school is only responsible for administering medicines when not doing so would be detrimental to the pupil's health or school attendance. The school requires that parents should always notify Matron of any side effects of any medication to be administered at the school.

- A record of all medication administered will be kept with dosages and times logged in each instance. This will also show who administered the dose and to whom.
- Other than the exceptional circumstance where a medication has been prescribed to a pupil without the parent's knowledge, no pupil under the age of 16 will be given prescription or non-prescription medicines without their parent's written consent. Parents sign consent on the Medical Questionnaire before the pupil's initial arrival at the school. In the event of a pupil being prescribed medication without their parents' consent, the school will encourage the pupil to involve their parents but will respect their right to confidentiality.
- The school will only accept prescribed medicines that are in-date, labelled and provided in the original container as dispensed by a pharmacist. They must include instructions for administration, dosage, and storage.
- Medicines will always be stored safely in a locked cupboard in the Medical Centre. Items such as inhalers and adrenaline pens are always readily available and will not be locked away.
- Where a pupil has been prescribed a controlled drug, this will be administered in accordance with the prescriber's instructions.
- Any medication which is no longer required or out of date will be returned to the pupil's parent or safely disposed of.
- Sharps boxes will always be used for the disposal of needles and other sharps.

Procedure in the Event of An Illness

The school aims to reduce the risk of a spread of infection or illness and asks parents to keep their child at home where there is a risk.

If a pupil falls ill while in a school lesson, they should immediately tell the member of staff in charge, who will assess the situation and decide the best course of action. They will be sent or accompanied to the Medical Centre. Pupils who are clearly in pain, are distressed, or are injured will never be required to go to the Medical Centre unaccompanied.

The Medical Centre has two beds in two rooms so boys and girls can be accommodated in separate rooms. These rooms have en-suite toilet and washing facilities.

Overnight the boarders are cared for in the Medical Centre. There is a Matron on duty 24 hours a day.

Matron will administer the appropriate first aid, and parents or guardians will be called to pick up their child if the child is too unwell to complete the rest of the day. If a parent or guardian is unable to get to the school to pick up the child, the child will remain in the Medical Centre until they are able to get there at the end of the school day or arrange for another family member or carer to collect them.

If the child is a boarding pupil, the pupil will be admitted to the Medical Centre and the Fire Register will be completed and updated for as long as the pupil is present. Boarding pupils will be assessed, and parents notified accordingly. It may be necessary to assess the pupil for 24 hours before contacting a parent or guardian.

If a child who is sent home is still too unwell to attend school the next day, parents should inform the school either by email or a phone call. Staff will work with pupils who have missed classes to ensure that they are able to catch up on all the classwork that has been done in their absence.

Reporting Continued Absence Due to Illness

Most cases of absence due to illness are short term, but parents will need to email or make a phone call to alert the school each day of absence; this is for the school records.

For prolonged absence due to illness, parents may be asked to provide the school with medical evidence such as a note from the child's doctor or consultant or an appointment card.

Procedure In the Event of An Accident or Injury

In the case of an accident or injury, the member of staff in charge should be informed immediately. They will assess the situation and determine whether the emergency services need to be called. Matron should be called for as soon as possible and should be informed of the injury, even if their assistance is not required.

First aiders should be called if Matron is unavailable for any reason. First aiders are not paramedics, and if the first aider feels they cannot inadequately deal with the injury, then they should arrange for access to appropriate medical care without delay.

Any accident involving staff or visitors should be recorded in the accident book. Details of any accident involving pupils should be entered into their clinical/medical notes.

Parents should be informed of any significant injury and treatment given. If a pupil sustains a head injury, the parent should be contacted by phone and appropriate advice given.

Pitch Side Emergency

An ambulance can be called to attend pitch side injuries during matches or training sessions. All injuries will be carefully assessed, and appropriate action taken. It maybe that the pupil can be escorted up to the medical centre or dealt with at the pitch/court side.

An ambulance should always be called by staff in the following circumstances:

- a significant head injury;
- fitting, unconsciousness, or concussion;
- difficulty in breathing and/or chest pains;
- a severe allergic reaction;

- a severe loss of blood;
- severe burns or scalds;
- the possibility of a serious fracture; or
- in the event that the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, or if they are unsure of the correct treatment.

If an ambulance is called, the member of staff in charge should ensure that access to the school site is unrestricted and that the pupil can be easily accessed by the Emergency Services when they arrive. Wherever possible, it is advisable for someone to be sent to look out for the arrival of the Emergency Services and direct them to the patient.

Pupils who are taken to hospital in an ambulance will be accompanied by a member of staff unless parents are able to reach the school site in time to go with their child themselves. Ambulances will not be delayed for waiting for parents to arrive at the school. Parents will be informed immediately of any medical emergency and told which hospital to go to. The member of staff will remain with the pupil until the parents arrive.

Procedure in the Event of Contact with Blood or Other Bodily Fluid

The school understands the importance of ensuring that the risk of cross-contamination is reduced as far as is reasonably practicable, and the training that staff and first aiders undertake outlines the best practice for this. It is important that the first aider at the scene of an accident or injury takes the following precautions to avoid risk of infection to both them and other pupils and staff:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable PPE disposable gloves and apron etc. when dealing with blood or other bodily fluids; and
- wash/sanitise hands after every procedure.

If the first aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids that are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- record details of the contamination; and
- report the incident to Matron and take medical advice if appropriate. The Medical Centre staff will then arrange for the proper containment, clear-up and cleansing of the spillage site.

First Aid in the Physical Education (P.E.) Department

The risk of injury is increased during physical activity. All staff in this department should be aware of where the first aid kits are stored, what should be in them, and appropriate use. First aid kits are checked by the Medical Centre staff on a regularly basis and at the beginning of each term.

For Off-Site Activities and Away Fixtures

The Head of Sport is responsible for ensuring team sheets are submitted to the Medical Centre 24 hours preceding a fixture.

The game taker staff member is responsible for:

- collecting a first aid bag from the Medical Centre;

- collecting any required medication and care plans for the pupils within their team (and discussing any relevant medical information with the duty Matron); and
- on return, returning the first aid kit, medications and care plans to the Medical Centre, reporting to the duty Matron any usage of the first aid kit and reporting any accidents/injuries sustained at the fixture.

It is the responsibility of the games taker to ensure they have medical provisions for their pupils on their team sheet. The duty Matron must be notified of any changes to the team sheet prior to their departure.

It is good practice for staff who are in charge of away fixtures and off-site activities to check with the host school that there is adequate first aid provision in place. If an accident or injury does occur, first aid should be sought from the host school's first aiders. If the pupil must visit the host school's Medical Centre or is given first aid treatment elsewhere, a member of staff from our school should be with the pupil at all times. In an emergency situation, pupils should be taken to the nearest Accident and Emergency Department. If the pupil's parents are not available, the pupil should be escorted by a member of staff from our school who will remain with the pupil until the parents arrive.

Direct contact should be made with Matron at our school, giving full details of the situation and regular updates must be made. Matron will then inform the necessary staff.

A full report will be written by the staff member in charge as soon as time permits. This will be kept in the pupil's medical file along with other information regarding the accident/injury.

Reporting Accidents, Emergencies, and First Aid Administration

At the earliest opportunity, the member of staff should report back to the Matron on duty in the Medical Centre. Matron will then enter the relevant accident data onto the pupil's clinical/medical record.

Matron is also responsible for ensuring that parents are kept up to date as appropriate regarding the health of their child in school, injuries that they have sustained, and medical treatment that they are receiving. In an emergency situation or in the case of a serious injury, parents will be informed as soon as is practicably possible.

The Senior Matron should report to the SLT on the effectiveness of the first aid provision, to ensure that the school is continuously on top of first aid best practice and incidents and accidents can be avoided as far as is reasonably practicable.

All reports will be kept in accordance with our Data Protection Policy.

Accidents that fall under health and safety issues should also be reported in line with procedures outlined in the school's Health and Safety Policy.

Serious Incidents

Serious incidents will also be recorded and reviewed by the SLT. The Governing Body will review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) will be reviewed at the Governor's School Safeguarding & Welfare Sub Committee Meeting to determine whether there are any accident trends that could be avoided.

Reporting to HSE

The school is legally required to report certain injuries, diseases and dangerous occurrences to the HSE. Where there is a death or major injury this should be reported by calling the Incident Contact Centre (ICC) on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). All other reportable injuries should be reported online <http://www.hse.gov.uk/riddor/report.htm>.

It is the responsibility of the Headmaster/Senior Matron to report to the HSE when necessary. Incidents that need to be reported can be found on the HSE website.

Incident Investigations

An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Accident reports will be reviewed, and witnesses may be interviewed.

Senior managers or governing bodies may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

Homeopathic Medication

We are not in a position to administer any homeopathic medication unless prescribed by a registered homeopathic doctor/clinic. A letter from the practitioner must accompany all homeopathic medication. If prescribed homeopathic medication is brought to school an individual locked box must be provided, this must be clearly marked and be handed in at the Medical Centre.

Registration and Vaccinations

All boarding pupils should be registered as NHS patients with the school doctors and use NHS hospitals in the first instance for emergency treatment. Parents are asked to complete the Family Doctor Services Registration Form on behalf of their child/children, to enable the school to complete the registration process.

Private referrals are made only with parents' consent and insurance details.

The NHS offers Flu Vaccinations to all pupils falling within the age range for the scheme. These vaccinations are subject to parental consent.

Other vaccinations and immunisations are offered as appropriate and are subject to parental consent.

Travel Immunisations

These can be arranged by writing to the Senior Matron. There is a charge for some travel vaccines. These vaccines are subject to parental consent.

Annex A: Individual Healthcare Plans

Devising An Individual Healthcare Plan

On being informed by a parent or healthcare professional that a pupil has been newly diagnosed, or is due to attend or return to school after a prolonged absence, the school will begin the following process to devise an individual healthcare plan to ensure that the pupil is actively supported:

1. A delegated member of the Senior Leadership Team will meet with key school staff, the pupil, their parent(s) and relevant healthcare professionals (or to read written evidence provided by them) to determine the pupil's needs. They will also identify a member of staff to provide support to the pupil.
2. In conjunction with input from the healthcare professionals, an individual healthcare plan will be drawn up.
3. The plan will also identify any school training need required and in conjunction with healthcare professionals. This specialist training will be undertaken, and school staff signed off as competent.
4. The plan will be circulated to all relevant parties and to all relevant staff and a review date set.
5. The plan is implemented. The plan will be reviewed on the annual review date by all parties or sooner if parents or healthcare professionals feel there is a change in circumstances.

Contents Of an Individual Healthcare Plan

Where a pupil has an emergency healthcare plan prepared by their lead clinician, this documentation will be used to inform development of their individual healthcare plan. Every individual healthcare plan will contain:

1. Details of the medical condition.
2. An explanation of the pupil's individual needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing and how this impacts on aspects of day-to-day living, e.g. 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.
3. Details of any specific support required for the pupil's educational, social and emotional needs, e.g. 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.
4. Details of the level of support required and the level to which they can take responsibility for managing their own health needs. This will include details of support required in emergencies.
5. Details of monitoring arrangements required if a pupil is self-managing their medication.
6. Details of who will provide support within the school along with an explanation of how they will be trained and how their proficiency will be evaluated.
7. Details of cover arrangements for when the key support member of staff is unavailable.
8. Arrangements for procedures for school trips or other school activities outside of the normal school timetable to ensure the pupil can participate, e.g. risk assessments.
9. An explanation of what to do in an emergency, including contact details and contingency arrangements.
10. Where confidentiality issues have been raised by either the pupil or their parent(s), there will be a list of designated individuals to be entrusted with information about the pupil's condition.
11. Details of how complaints may be made and how these will be handled concerning the support provided to pupils with medical conditions.