

# Boscastle Community Primary School



## Supporting Pupils with Medical Conditions Policy

|                            |                     |
|----------------------------|---------------------|
| <b>To be Approved by:</b>  | Full Governing Body |
| <b>Last reviewed on:</b>   | 13.07.26            |
| <b>Next review due by:</b> | July 2027           |

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## Statement of intent

The governing board of Boscastle Community Primary School has a duty to ensure arrangements are in place to support pupils with medical conditions. The aim of this policy is to ensure that all pupils with medical conditions, in terms of both physical and mental health, receive appropriate support to allow them to play a full and active role in school life, remain healthy, have full access to education (including school trips and PE), and achieve their academic potential.

The school believes it is important that parents of pupils with medical conditions feel confident that the school provides effective support for their children's medical conditions, and that pupils feel safe in the school environment.

Some pupils with medical conditions may be classed as disabled under the definition set out in the Equality Act 2010. The school has a duty to comply with the Act in all such cases.

In addition, some pupils with medical conditions may also have SEND and have an EHC plan collating their health, social and SEND provision. For these pupils, the school's compliance with the DfE's 'Special educational needs and disability code of practice: 0 to 25 years' and the school's Special Educational Needs and Disabilities (SEND) Policy will ensure compliance with legal duties.

To ensure that the needs of our pupils with medical conditions are fully understood and effectively supported, we consult with health and social care professionals, pupils and their parents.

## 1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2002
- Education Act 1996 (as amended)
- Children Act 1989
- National Health Service Act 2006 (as amended)
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Misuse of Drugs Act 1971
- Medicines Act 1968
- The School Premises (England) Regulations 2012 (as amended)
- The Special Educational Needs and Disability Regulations 2014 (as amended)
- The Human Medicines (Amendment) Regulations 2017
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- DfE (2015) 'Special educational needs and disability code of practice: 0-25 years'
- DfE (2021) 'School Admissions Code'

- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'

This policy operates in conjunction with the following school policies:

- Administering Medication Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Asthma Policy
- Complaints Policy
- Attendance and Absence Policy
- Admissions Policy

## **2. Roles and responsibilities**

**The governing board** will be responsible for:

- Fulfilling its statutory duties under legislation.
- Ensuring that arrangements are in place to support pupils with medical conditions.
- Ensuring that pupils with medical conditions can access and enjoy the same opportunities as any other pupil at the school.
- Working with the LA, health professionals and support services to ensure that pupils with medical conditions receive a full education.
- Ensuring that, following long-term or frequent absence, pupils with medical conditions are reintegrated effectively.
- Ensuring that the focus is on the needs of each pupil and what support is required to support their individual needs.
- Instilling confidence in parents and pupils in the school's ability to provide effective support.
- Ensuring that all members of staff are properly trained to provide the necessary support and are able to access information and other teaching support materials as needed.
- Ensuring that no prospective pupils are denied admission to the school because arrangements for their medical conditions have not been made.
- Ensuring that pupils' health is not put at unnecessary risk. As a result, the board holds the right to not accept a pupil into school at times where it would be detrimental to the health of that pupil or others to do so, such as where the child has an infectious disease.
- Ensuring that policies, plans, procedures and systems are properly and effectively implemented.

**The headteacher** will be responsible for:

- The overall implementation of this policy.
- Ensuring that this policy is effectively implemented with stakeholders.
- Ensuring that all staff are aware of this policy and understand their role in its implementation.

- Ensuring that a sufficient number of staff are trained and available to implement this policy and deliver against all IHPs, including in emergency situations.
- Considering recruitment needs for the specific purpose of ensuring pupils with medical conditions are properly supported.
- Having overall responsibility for the development of Individual Healthcare Plans (IHP).
- Ensuring that staff are appropriately insured and aware of the insurance arrangements.
- Contacting the school nurse where a pupil with a medical condition requires support that has not yet been identified.

**Parents** will be responsible for:

- Notifying the school if their child has a medical condition.
- Providing the school with sufficient and up-to-date information about their child's medical needs.
- Being involved in the development and review of their child's IHP.
- Carrying out any agreed actions contained in the IHP.
- Ensuring that they, or another nominated adult, are contactable at all times.

**Pupils** will be responsible for:

- Being fully involved in discussions about their medical support needs, where applicable.
- Contributing to the development of their IHP, if they have one, where applicable.
- Being sensitive to the needs of pupils with medical conditions.

**School staff** will be responsible for:

- Providing support to pupils with medical conditions, where requested, including the administering of medicines, but are not required to do so.
- Taking into account the needs of pupils with medical conditions in their lessons when deciding whether or not to volunteer to administer medication.
- Receiving sufficient training and achieve the required level of competency before taking responsibility for supporting pupils with medical conditions.
- Knowing what to do and responding accordingly when they become aware that a pupil with a medical condition needs help.

**The school nurse** will be responsible for:

- Notifying the school at the earliest opportunity when a pupil has been identified as having a medical condition which requires support in school.
- Supporting staff to implement IHPs and providing advice and training.
- Liaising with lead clinicians locally on appropriate support for pupils with medical conditions.

**Integrated Care Boards (ICBs)** will be responsible for:

- Ensuring that commissioning is responsive to pupils' needs, and that health services are able to cooperate with schools supporting pupils with medical conditions.
- Making joint commissioning arrangements for EHC provision for pupils with SEND.
- Being responsive to LAs and schools looking to improve links between health services and schools.
- Providing clinical support for pupils who have long-term conditions and disabilities.
- Ensuring that commissioning arrangements provide the necessary ongoing support essential to ensuring the safety of vulnerable pupils.

**Other healthcare professionals**, including GPs and paediatricians, are responsible for:

- Notifying the school nurse when a child has been identified as having a medical condition that will require support at school.
- Providing advice on developing IHPs.
- Providing support in the school for children with particular conditions, e.g. asthma, diabetes and epilepsy, where required.

Providers of health services are responsible for cooperating with the school, including ensuring communication takes place, liaising with the school nurse and other healthcare professionals, and participating in local outreach training.

**The LA** will be responsible for:

- Commissioning school nurses for local schools.
- Promoting cooperation between relevant partners.
- Making joint commissioning arrangements for EHC provision for pupils with SEND.
- Providing support, advice, guidance, and suitable training for school staff, ensuring that IHPs can be effectively delivered.
- Working with the school to ensure that pupils with medical conditions can attend school full-time.

Where a pupil is away from school for 15 days or more (whether consecutively or across a school year), the LA has a duty to make alternative arrangements, as the pupil is unlikely to receive a suitable education in a mainstream school (See Attendance and Absence Policy).

### **3. Admissions**

Admissions will be managed in line with the school's Admissions Policy.

No child will be denied admission to the school or prevented from taking up a school place because arrangements for their medical condition have not been made; a child may only be refused admission if it would be detrimental to the health of the child to admit them into the school setting.

The school will not ask, or use any supplementary forms that ask, for details about a child's medical condition during the admission process.

### **4. Notification procedure**

When the school is notified that a pupil has a medical condition that requires support in school, the school nurse will inform the headteacher. Following this, the school will arrange a meeting with parents, healthcare professionals and the pupil, with a view to discussing the necessity of an IHP, outlined in detail in the Individual Health Plan section of this policy.

The school will not wait for a formal diagnosis before providing support to pupils. Where a pupil's medical condition is unclear, or where there is a difference of opinion concerning what support is required, a judgement will be made by the headteacher based on all available evidence, including medical evidence and consultation with parents.

For a pupil starting at the school in a September uptake, arrangements will be put in place prior to their introduction and informed by their previous institution. Where a pupil joins the school mid-term or a new diagnosis is received, arrangements will be put in place within two weeks.

## **5. Staff training and support**

Any staff member providing support to a pupil with medical conditions may be required to receive suitable training. Staff will not undertake healthcare procedures or administer medication without appropriate training. Training needs will be assessed by the school nurse through the development and review of IHPs, on a termly basis for all school staff. The school nurse will confirm the proficiency of staff in performing medical procedures or providing medication.

A first-aid certificate will not constitute appropriate training for supporting pupils with medical conditions.

Through training, staff will have the requisite competency and confidence to support pupils with medical conditions and fulfil the requirements set out in IHPs. Staff will understand the medical conditions they are asked to support, their implications, and any preventative measures that must be taken. [Training should also include awareness of medical needs arising from mental health conditions where these require support in school.](#)

Whole-school awareness training will be carried out on a termly basis for all staff, and included in the induction of new staff members, with updates as required.

The school nurse will identify suitable training opportunities that ensure all medical conditions affecting pupils in the school are fully understood, and that staff can recognise difficulties and act quickly in emergency situations.

Training will be commissioned by the headteacher and provided by one of the following bodies:

- Commercial training provider
- The school nurse
- GP consultant
- The parents of pupils with medical conditions

The parents of pupils with medical conditions will be consulted for specific advice and their views are sought where necessary, but they will not be used as a sole trainer.

Supply teachers will be:

- Provided with access to this policy.
- [briefed on significant medical conditions and emergency procedures before taking responsibility for a class](#)
- ~~Informed of all relevant medical conditions of pupils in the class they are providing cover for.~~
- Covered under the school's insurance arrangements.

## 6. Self-management

Following discussion with parents, pupils who are competent to manage their own health needs and medicines will be encouraged to take responsibility for self-managing their medicines and procedures. This will be reflected in their IHP.

Where possible, pupils will be allowed to carry their own medicines and relevant devices. Where it is not possible for pupils to carry their own medicines or devices, they will be kept locked in the office. If a pupil refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Instead, the procedure agreed in the pupil's IHP will be followed. Following such an event, parents will be informed so that alternative options can be considered.

If a pupil with a controlled drug passes it to another child for use, this is an offence and appropriate disciplinary action will be taken in accordance with our Drug and Alcohol Policy.

## 7. Individual Healthcare Plans

The school, healthcare professionals and parents agree, based on evidence, whether an IHP will be required for a pupil, or whether it would be inappropriate or disproportionate to their level of need. If no consensus can be reached, the headteacher will make the final decision.

The school, parents and a relevant healthcare professional will work in partnership to create and review IHPs. Where appropriate, the pupil will also be involved in the process.

IHPs will include the following information:

- The medical condition, along with its triggers, symptoms, signs and treatments
- The pupil's needs, including medication (dosages, side effects and storage), other treatments, facilities, equipment, access to food and drink (where this is used to manage a condition), dietary requirements, and environmental issues
- The support needed for the pupil's educational, social and emotional needs
- The level of support needed, including in emergencies
- Whether a child can self-manage their medication
- Who will provide the necessary support, including details of the expectations of the role and the training needs required, as well as who will confirm the supporting staff member's proficiency to carry out the role effectively

- Cover arrangements for when the named supporting staff member is unavailable
- Who needs to be made aware of the pupil's condition and the support required
- Arrangements for obtaining written permission from parents and the headteacher for medicine to be administered by school staff or self-administered by the pupil
- Separate arrangements or procedures required during school trips and activities
- Where confidentiality issues are raised by the parents or pupil, the designated individual to be entrusted with information about the pupil's medical condition
- What to do in an emergency, including contact details and contingency arrangements

Where a pupil has an emergency healthcare plan prepared by their lead clinician, this will be used to inform the IHP.

IHPs will be easily accessible to those who need to refer to them, but confidentiality will be preserved. [IHPs will be reviewed on at least an annual basis, or following a change in medication, hospital admission, medical emergency, or any significant change in need.](#)

[Consideration should also be given to pupils with diagnosed mental health conditions where an Individual Healthcare Plan may be appropriate](#)

Where a pupil has an EHC plan, the IHP will be linked to it or become part of it. Where a child has SEND but does not have a statement or EHC plan, their SEND will be mentioned in their IHP.

Where a child is returning from a period of hospital education, alternative provision or home tuition, the school will work with the LA and education provider to ensure that their IHP identifies the support the child will need to reintegrate.

## **8. Managing medicines**

In accordance with the school's Administering Medication Policy, medicines will only be administered at school when it would be detrimental to a pupil's health or school attendance not to do so.

Pupils under 16 years old will not be given prescription or non-prescription medicines without their parents' written consent, except where the medicine has been prescribed to the pupil without the parents' knowledge. In such cases, the school will encourage the pupil to involve their parents, while respecting their right to confidentially.

Non-prescription medicines may be administered in the following situations:

- When it would be detrimental to the pupil's health not to do so
- When instructed by a medical professional

No pupil under the age of 16 will be given medicine containing aspirin unless prescribed by a doctor. Pain relief medicines will not be administered without first checking when the previous dose was taken, and the maximum dosage allowed.

Parents will be informed any time medication is administered that is not agreed in an IHP.

The school will only accept medicines that are in-date, labelled, in their original container, and contain instructions for administration, dosage and storage. The only exception to this is insulin, which must still be in-date, but is available in an insulin pen or pump, rather than its original container.

All medicines will be stored safely. Pupils will be informed where their medicines are at all times and will be able to access them immediately, whether in school or attending a school trip or residential visit. Where relevant, pupils will be informed of who holds the key to the relevant storage facility. When medicines are no longer required, they will be returned to parents for safe disposal.

Sharps boxes will be used for the disposal of needles and other sharps.

Controlled drugs will be stored in a non-portable container and only named staff members will have access; however, these drugs can be easily accessed in an emergency. A record will be kept of the amount of controlled drugs held and any doses administered. Staff may administer a controlled drug to a pupil for whom it has been prescribed, in accordance with the prescriber's instructions.

The school will hold asthma inhalers for emergency use. The inhalers will be stored in the office and their use will be recorded. Inhalers will be used in line with the school's Asthma Policy.

Records will be kept of all medicines administered to individual pupils, stating what, how and how much medicine was administered, when, and by whom. A record of side effects presented will also be held. [Personal and medical information will be processed in accordance with UK GDPR, the Data Protection Act 2018 and the school's Data Protection Policy. Information will only be shared on a need-to-know basis.](#)

## **9. Allergens, anaphylaxis and adrenaline auto-injectors (AAIs)**

Parents are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.

The headteacher and Aspens catering staff will ensure the following measures are taken for pupils with allergens:

- children with allergens are clearly identifiable on the daily lunch menus
- signs displayed in the servery to indicate the allergens available for all staff (including Aspens cover staff)
- catering staff and school office staff check that pupil's daily menu choices avoid allergens.
- pupil's food individual labelled, where required.
- that any pre-packed foods served on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour.

- food served on trips including residential trips to follow the same process as at school i.e. clearly indicated allergens on dietary requirements information and adjustments to menus according to requirements.

Staff members receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

The administration of adrenaline auto-injectors (AAIs) and the treatment of anaphylaxis will be carried out in accordance with the school's Administering Medication Policy. Where a pupil has been prescribed an AAI, this will be written into their IHP.

A Register of Adrenaline Auto-Injectors (AAIs) will be kept of all the pupils who have been prescribed an AAI to use in the event of anaphylaxis. A copy of this will be held in each classroom for easy access in the event of an allergic reaction and will be checked as part of initiating the emergency response.

For pupils who have prescribed AAI devices, these will be stored in a suitably safe and central location; in this case, the school office.

Designated staff members will be trained on how to administer an AAI, and the sequence of events to follow when doing so. AAIs will only be administered by these staff members.

In the event of anaphylaxis, a designated staff member will be alerted by other staff. Where there is any delay in contacting designated staff members, or where delay could cause a fatality, the nearest staff member will administer the AAI. If necessary, other staff members may assist the designated staff members with administering AAIs, e.g. if the pupil needs restraining.

The school will keep a spare AAI for use in the event of an emergency, which will be checked on a monthly basis to ensure that it remains in date, and which will be replaced before the expiry date. The spare AAI will be stored in the office, ensuring that it is protected from direct sunlight and extreme temperatures. The spare AAI will only be administered to pupils at risk of anaphylaxis and where written parental consent has been gained. Where a pupil's prescribed AAI cannot be administered correctly and without delay, the spare will be used. Where a pupil who does not have a prescribed AAI appears to be having a severe allergic reaction, the emergency services will be contacted and advice sought as to whether administration of the spare AAI is appropriate. [Emergency medication arrangements for conditions such as asthma, epilepsy and diabetes should be detailed within the pupil's IHP where applicable.](#)

Where a pupil is, or appears to be, having a severe allergic reaction, the emergency services will be contacted even if an AAI device has already been administered.

In the event that an AAI is used, the pupil's parents will be notified that an AAI has been administered and informed whether this was the pupil's or the school's device. Where any AAIs are used, the following information will be recorded on the Adrenaline Auto-Injector (AAI) Record:

- Where and when the reaction took place
- How much medication was given and by whom

For children under the age of 6, a dose of 150 micrograms of adrenaline will be used.

For children aged 6-12 years, a dose of 300 micrograms of adrenaline will be used.

AAIs will not be reused and will be disposed of according to manufacturer's guidelines following use.

In the event of a school trip, pupils at risk of anaphylaxis will have their own AAI with them and the school will give consideration to taking the spare AAI in case of an emergency.

## **10. Record keeping**

Written records will be kept of all medicines administered to pupils. Proper record keeping will protect both staff and pupils, and provide evidence that agreed procedures have been followed. [The school maintains a central register of pupils with medical conditions which is reviewed termly.](#)

## **11. Emergency procedures**

Medical emergencies will be dealt with under the school's emergency procedures.

Where an IHP is in place, it should detail:

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

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

If a pupil needs to be taken to hospital, a member of staff will remain with the pupil until their parents arrive. When transporting pupils with medical conditions to medical facilities, staff members will be informed of the correct postcode and address for use in navigation systems.

## **12. Day trips, residential visits and sporting activities**

Pupils with medical conditions will be supported to participate in school trips, sporting activities and residential visits.

Prior to an activity taking place, the school will conduct a risk assessment to identify what reasonable adjustments should be taken to enable pupils with medical conditions to participate. In addition to a risk assessment, advice will be sought from pupils, parents and relevant medical professionals. The school will arrange for adjustments to be made for all pupils to participate, except where evidence from a clinician, e.g. a GP, indicates that this is not possible. Requirements for trips will also be included in IHP. [A specific medical risk assessment should be completed for residential visits involving pupils with significant medical conditions.](#)

## **13. Unacceptable practice**

The school will not:

- Assume that pupils with the same condition require the same treatment.
- Prevent pupils from easily accessing their inhalers and medication.

- Ignore the views of the pupil or their parents.
- Ignore medical evidence or opinion.
- Send pupils home frequently for reasons associated with their medical condition, or prevent them from taking part in activities at school, including lunch times, unless this is specified in their IHP.
- Send an unwell pupil to the medical room or school office alone or with an unsuitable escort.
- Penalise pupils with medical conditions for their attendance record, where the absences relate to their condition.
- Make parents feel obliged or forced to visit the school to administer medication or provide medical support, including for toilet issues. The school will ensure that no parent is made to feel that they have to give up working because the school is unable to support their child's needs.
- Create barriers to pupils participating in school life, including school trips.
- Refuse to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

## **14. Liability and indemnity**

The governing board will ensure that appropriate insurance is in place to cover staff providing support to pupils with medical conditions.

The school holds an insurance policy covering liability relating to the administration of medication.

All staff providing such support will be provided with access to the insurance policies.

In the event of a claim alleging negligence by a member of staff, civil actions are most likely to be brought against the school, not the individual.

## **15. Complaints**

Parents or pupils wishing to make a complaint concerning the support provided to pupils with medical conditions are required to speak to the school in the first instance. If they are not satisfied with the school's response, they may make a formal complaint via the school's complaints procedures, as outlined in the Complaints Procedures Policy. If the issue remains unresolved, the complainant has the right to make a formal complaint to the DfE.

Parents and pupils are free to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

## **16. Home-to-school transport**

Arranging home-to-school transport for pupils with medical conditions is the responsibility of the Local Authority. Where appropriate, the school will share relevant information to allow the LA to develop appropriate transport plans for pupils with life-threatening conditions.

## **17. Defibrillators**

The school has an automated external defibrillator (AED) in the school office. There are additional AED's located at Premier Stores & Nisa in the village.

All staff members and pupils will be made aware of the AED's location and what to do in an emergency.

No training will be needed to use the AED, as voice and/or visual prompts guide the rescuer through the entire process from when the device is first switched on or opened; however, staff members will be trained in cardiopulmonary resuscitation (CPR), as this is an essential part of first-aid and AED use.

The emergency services will always be called where an AED is used or requires using.

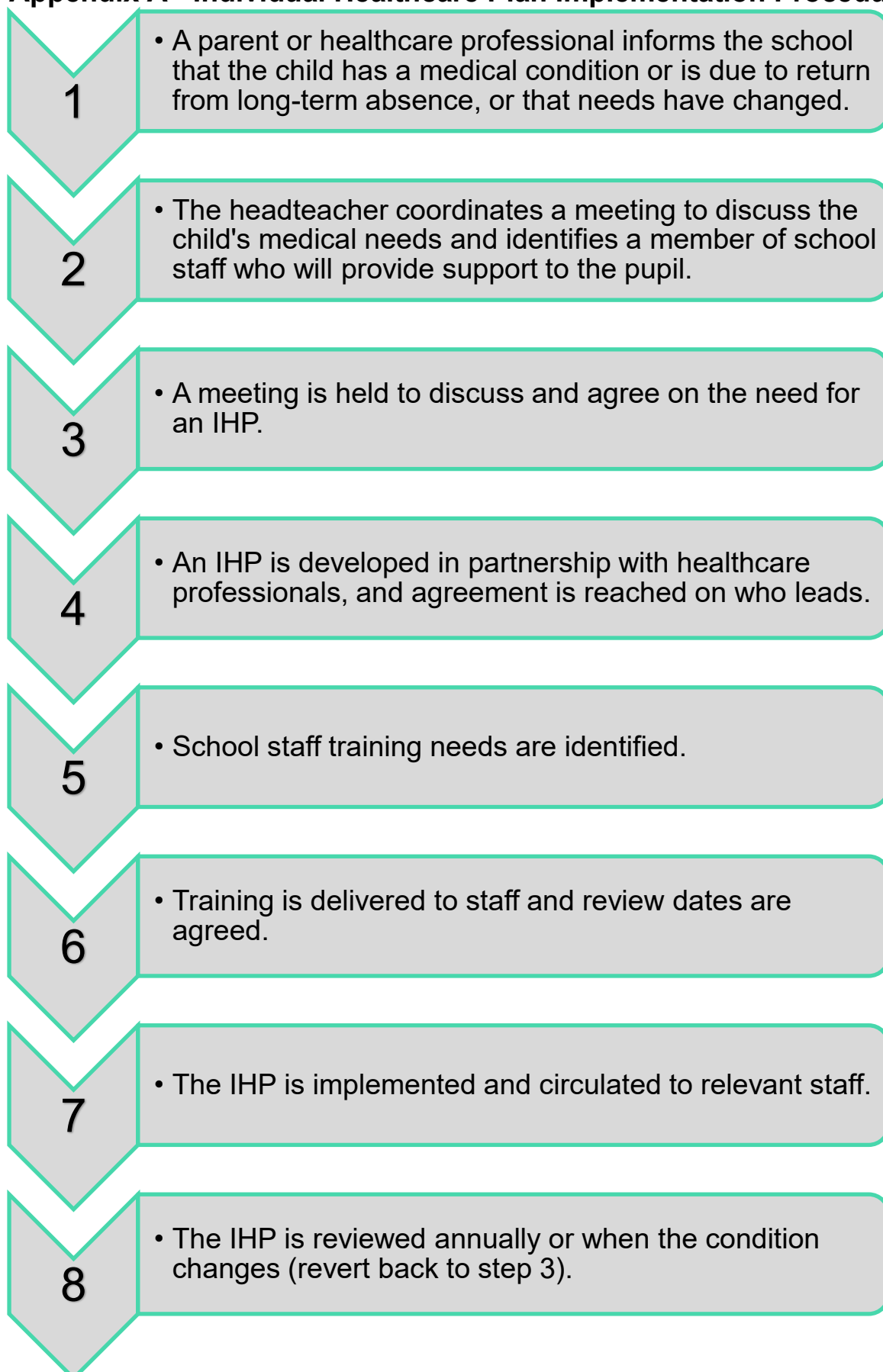
Where possible, AEDs will be used in paediatric mode or with paediatric pads for pupils under the age of eight.

## **18. Monitoring and review**

This policy is reviewed on an annual basis by the governing board, and headteacher. Any changes to this policy will be communicated to all staff, parents and relevant stakeholders.



## Appendix A - Individual Healthcare Plan Implementation Procedure



## Appendix B - Individual Healthcare Plan

| Pupil information               |  |
|---------------------------------|--|
| Pupil's name                    |  |
| Group/class/form                |  |
| Date of birth                   |  |
| Pupil's address                 |  |
| Medical diagnosis or conditions |  |
| Date                            |  |
| Review date                     |  |

| Family contact information |  |
|----------------------------|--|
| Contact one                |  |
| Name                       |  |
| Home phone number          |  |
| Mobile phone number        |  |
| Work phone number          |  |
| Relationship to pupil      |  |
| Contact two                |  |
| Name                       |  |
| Home phone number          |  |
| Mobile phone number        |  |

|                              |  |
|------------------------------|--|
| <b>Work phone number</b>     |  |
| <b>Relationship to pupil</b> |  |
| <b>Contact three</b>         |  |
| <b>Name</b>                  |  |
| <b>Home phone number</b>     |  |
| <b>Mobile phone number</b>   |  |
| <b>Work phone number</b>     |  |
| <b>Relationship to pupil</b> |  |

|                                           |  |
|-------------------------------------------|--|
| <b>Clinic/hospital contact</b>            |  |
| <b>Name</b>                               |  |
| <b>Phone number (including extension)</b> |  |

|                                           |  |
|-------------------------------------------|--|
| <b>Pupil's GP</b>                         |  |
| <b>Name</b>                               |  |
| <b>Phone number (including extension)</b> |  |

|                                                                                               |  |
|-----------------------------------------------------------------------------------------------|--|
| <b>Pupil's medical needs</b>                                                                  |  |
| <b>Description of the pupil's symptoms, triggers, warning signs, facilities, equipment or</b> |  |

|                                                                                                                                                                                                                                                                                                                                                                                        |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| devices, environmental issues, etc.                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>Description of the pupil's medication, including:</b> <ul style="list-style-type: none"> <li>• Dose</li> <li>• Method of administration</li> <li>• When it should be taken</li> <li>• All side effects relating to the medication</li> <li>• Contraindications</li> <li>• Whether it is administered by a staff member or self-administered, with or without supervision</li> </ul> |  |
| <b>If the pupil's medication is stored at the school, details of where it is located, who has access, and how it is stored</b>                                                                                                                                                                                                                                                         |  |
| <b>Details of who is responsible for administering medication to the pupil, and whether this been authorised by parents and/or the headteacher – if the pupil is self-managing their medication, this should be clearly stated</b>                                                                                                                                                     |  |
| <b>Daily care needs</b>                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>Details of whether the pupil requires any change to their routine, e.g. amended eating times</b>                                                                                                                                                                                                                                                                                    |  |
| <b>Details of whether the pupil requires any extra care when eating, and what care is required if so</b>                                                                                                                                                                                                                                                                               |  |

|                                                                                            |  |
|--------------------------------------------------------------------------------------------|--|
| <b>Details of how the pupil's routine will be monitored to help manage their condition</b> |  |
|--------------------------------------------------------------------------------------------|--|

| <b>Physical activity</b>                                                                    |  |
|---------------------------------------------------------------------------------------------|--|
| <b>Details of physical restrictions caused by the pupil's medical condition, if any</b>     |  |
| <b>Include details of any extra care required before, during or after physical activity</b> |  |

| <b>Arrangements for school visits and trips</b>                                                                                                      |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Details of any additional care the pupil needs when attending a trip or visit away from the school, and who will be responsible for this care</b> |  |
| <b>Details of what care the pupil needs, e.g. when and where the care will need to take place, and what medication or equipment will be required</b> |  |

| <b>Staff training</b>                                                                                                        |  |
|------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Details of who will be responsible for administering extra care to the pupil, including cover</b>                         |  |
| <b>Details of whether these people will require extra training, and if so, what training will be required</b>                |  |
| <b>Details of whether the training been completed and signed off by the <u>headteacher</u> and a healthcare professional</b> |  |

| <b>School environment</b> |
|---------------------------|
|---------------------------|

|                                                                                                       |  |
|-------------------------------------------------------------------------------------------------------|--|
| <b>Details of any elements of the school environment that impact on the pupil's medical condition</b> |  |
| <b>Details of how these elements affect the pupil's medical condition</b>                             |  |
| <b>The reasonable adjustments in place to mitigate the risk of the above effects</b>                  |  |

| <b>Additional information</b>                                                                                                                                 |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>The name and details of the responsible person in an emergency</b>                                                                                         |  |
| <b>Details of what constitutes an emergency, e.g. symptoms</b>                                                                                                |  |
| <b>The procedures that should be followed in an emergency</b>                                                                                                 |  |
| <b>Specific support for the pupil's educational, social and emotional needs, e.g. how catching up with lessons, absences and rest periods will be handled</b> |  |

## **Appendix C - Contacting Emergency Services**

### **To be stored and displayed by the phone in the school office**

**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.**

- **The telephone number:** 01840 250329.
- **Your name:**
- **School name:** Boscastle CP School
- **Your location:** Fore Street, Boscastle, Cornwall
- **The postcode:** PL35 0AU.
- **The exact location of the individual within the school.**  
What3words: violin.decking.dries
- **The name of the individual and a brief description of their symptoms.**
- **Share instructions for the arrival of the emergency services:**  
The main gate is the sole entrance where the crew will be met by a member of staff and taken to the individual.