



Cysgod Y Coed

Healthcare Needs Policy

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Aims

Cysgod Y Coed is committed to ensuring that all our pupils, including those with healthcare needs, are fully supported in accordance with our legal responsibilities and statutory duties. A cooperative and proactive approach to providing effective and individual support is therefore promoted.

Cysgod Y Coed has arrangements in place that clearly focus upon meeting the needs of pupils with healthcare needs, considering how those needs impact upon their education, attainment and well-being. The service is committed to ensuring all arrangements properly support pupils and minimise disruption to their learning. Arrangements also consider wider safeguarding duties, while seeking to ensure all pupils can access and enjoy the same opportunities. Wherever possible, the service is committed to supporting the pupil in building their understanding and confidence so that they can increasingly self-manage their healthcare needs, dependent upon their ability to do so.

Cysgod Y Coed recognises that many pupils on their roll, especially in the EOTAS Medical part of the service, may have healthcare needs that must be supported and managed.

Roles and responsibilities

Centre / EOTAS Leads

First Aid Trained Staff

- Ensure the implementation and maintenance of the Welsh Government *Supporting Students with Healthcare Needs* policy.
- Provide day-to-day first aid support and administer prescribed medicines.
- Record the administration of medicines using the Administration of Medication Spreadsheet.
- Check medicines are stored appropriately, expiry dates recorded and regularly checked.
- Update pupil medical information and notes upon the whole service data management system (SIMS).
- Ensure Individual Healthcare Plans are in place for pupils who require them, and that they are regularly reviewed and updated.





- Track, monitor and share Individual Healthcare Plans and associated documentation, alongside completion of accident forms as required.
- Provide staff, including catering staff, with relevant healthcare information and updates related to allergies.
- Liaise with parents, carers and external professionals to develop and review Individual Healthcare Plans, health-based risk assessments and allergy plans.
- Liaise with and be the service link for external vaccination programmes/teams, setting up schedules for vaccination days and supporting their running.
- Organise healthcare training and keep a record of staff who attend, ensuring that the service is able to meet the identified healthcare needs of pupils.
- Provide support to meet the personal care needs of individuals with disabilities in-line with the Equality Act 2010.
- Complete risk assessments, accessibility and evacuation plans linked to pupil's healthcare needs.
- Ensure all First Aid kits for use on trips and within the service are fully resourced.
- Ensure all Accident forms are sent to the LA
- Support pupils with healthcare needs in overcoming the barriers presented to attendance, engagement and progress in learning.

Head of the Monmouthshire PRS and Management Committee

- Comply with statutory duties by having strategic oversight of the development and implementation of medical arrangements within the service.
- Ensure that The Healthcare Policy and associated protocols are supported by clear communication with staff, parents/carers and other key stakeholders to ensure full implementation.
- Ensure that the Service Healthcare Policy is reviewed at every two years
- Ensure clear understanding of healthcare roles and responsibilities.
- Promote the wellbeing of pupils and staff and support them by upholding their rights.
- Ensure Individual Healthcare Plans are developed, monitored and reviewed in accordance with guidance set out within the Service Healthcare Policy (Appendix 4).
- Ensure the Service Healthcare Policy includes information relating to emergency situations (Appendix 2).
- Ensure appropriate staff training is available and undertaken to meet all identified healthcare needs.
- Ensure appropriate service insurance is in place.





ALNCo / EOTAS M Online Lead

- Ensure Local Authority and Welsh Government healthcare guidance is followed.
- Work alongside professionals, e.g. Occupational Therapists, LA ALN Officers etc. when pupils have more complex needs
- Ensure effective processes are in place for monitoring and recording healthcare needs and the administration of first aid and medicines.
- Ensure effective methods of communication are in place for the sharing of pupil healthcare needs with staff.
- Conduct environmental audits, linked to pupil accessibility and health, where this is requested by external agencies.
- Regularly review and update the Service Healthcare Policy and Protocol, providing feedback to the Head and Management Committee as necessary.

Teaching and non-teaching Staff

- Undertake relevant training as required to meet pupil's healthcare needs.
- Have good knowledge of the Service Healthcare Policy and Healthcare Protocol for Staff.
- Have good knowledge of Individual Healthcare Plans and how best to support a pupil's medical needs, including during an emergency.
- Have good up-to-date knowledge of pupil medical needs (including allergies) by regularly accessing the staff shared site.
- Have good knowledge of healthcare procedures to be followed when organising an off-site activity, or service trip (Appendix 1).
- Ensure equality and equity with regards participation in service activities and events, regardless of a pupil's healthcare needs.
- Make reasonable adjustments for pupils with healthcare needs as appropriate to support their learning, wellbeing and mental health.
- Inform relevant staff if there are any concerns about a pupil's healthcare needs
- Notify the Centre Lead immediately where pupils have forgotten asthma pumps, or they are found to be out of date.
- Notify the Centre Lead immediately where pupils have forgotten epi-pens, or they are found to be out of date.





Parents/Carers

- Provide the service with appropriate information and, wherever possible, medical evidence where a pupil has been absent through illness.
- Inform the service where a pupil has had an infectious disease or condition while in attendance.
- Provide emergency contact details and notify the service immediately if they change.
- Contribute to the creation and review of Individual Healthcare Plans (IHPs).
- Provide the Centre / EOTAS Lead with any relevant healthcare reports, including records of treatment, healthcare plans produced by medical professionals, medical consultations, or a medical diagnosis.
- Notify the Centre / EOTAS Lead immediately of changes that will affect a pupil's medical needs when in service, e.g. a growing number of seizures; a change in seizure type; changed medicines, dosage or method of administration; allergies.
- Complete a *Consent for Prescribed Medication* form when requesting that medication be administered during the service day. Where medicines are to be administered during the service day, these must be prescribed by a medical professional, in-date and clearly labelled with instructions for use.
- Ensure the correct number of asthma pumps and epi-pens are in service where these have been prescribed, and that they are in-date.





Accessibility

Cysgod Y Coed will ensure that all pupils with healthcare needs are fully supported so that they can participate in trips and visits, structured and unstructured social activities where risk assessments indicate that it is safe to do so.

Dietary requirements of pupils with healthcare needs will be considered carefully as part of any risk assessment and dietary plans, accessibility and evacuation plans, will be put in place for pupils as appropriate.

Information Sharing

Cysgod Y Coed will ensure that all information is kept up to date and that there is a clear information sharing protocol in place that is agreed/signed by parents/carers and the pupil. Teachers, supply teachers and support staff (this may include catering staff and relevant contractors) should have access to the relevant information, particularly if there is a possibility of an emergency situation arising.

- We share information with staff about the healthcare needs of pupils using staff shared site.
- Further information on high-risk health needs is located within Individual Healthcare Plans, or upon the service information management system SIMS, including emergency procedures and contact numbers.
- A register of First Aid trained staff is managed by the Head of the PRS, alongside information on the date of qualification and renewal requirement date.
- The service uses staff meetings as appropriate to inform staff of pupil healthcare needs.
- If a pupil says they feel ill, all appropriate staff are made aware; e.g. if a pupil had an asthma attack in morning, all other staff the pupil would see later that day are made aware to look out for signs of deterioration/further illness.
- We ensure the Healthcare Needs Policy is easily accessible by posting it upon the service website.
- We ask parents/carers to sign a consent form which clearly details the bodies, individuals and methods through which their child's medical information will be shared. Sharing medical information can be a sensitive issue and we recognise that the pupil must be involved in any decisions being made about them.
- We ensure that our pupils (or their friends) know who to tell if they feel ill and where to go if they require medical assistance.
- We listen to concerns of pupils' (or their friends) if they feel ill at any point and consider the need for medical assistance (especially in the case of reported head injuries, or breathing difficulties).





Individual Healthcare Plans (IHPs)

Cysgod Y Coed recognises that all pupils on the EOTAS Medical pathway will have medical needs and are too unwell to attend school. IHPs are essential where healthcare needs are complex, fluctuating, long term or where there is a high risk that an emergency intervention will be needed. Not all pupils with healthcare needs require an IHP. Pupils are risk assessed on a case-by-case basis to decide what interventions are most appropriate.

For more medium or low risk cases, healthcare needs and adaptations will be outlined in a pupil's Pastoral Support Plan (PSP) or Individual Development Plan (IDP).

Through regular review, the service ensures that it is compliant with the Data Protection Act 1998 and the WASPI Information Sharing Policy (www.waspi.org).

Record keeping

Cysgod Y Coed collects and maintains the following:

- Emergency contact numbers provided by parents/carers
- Contact details for medical professionals and emergency services
- Parental agreements for the administration of prescribed medicine/s (Appendix 3)
- Records of stored medicines to be administered to pupils (Appendix 8)
- Written requests for pupils to administer their own medicine
- A record of staff training linked to healthcare

All information-sharing techniques, such as service intranets, must be agreed by the pupil and parent in advance of being used, to protect confidentiality.

Storage, access and administration

All medicines are stored securely and safely and a Storage of Medication Checklist completed by the appropriate Centre Lead. Cysgod Y Coed does not store surplus medication. Medicines are kept in their original dispensed container, labelled with the name of the pupil, medicine name, dosage and frequency and expiry date. The service only accepts prescribed medicines and devices.

It is essential that medication is presented in its original container (bottle, packaging) with the original visible and intact label; any medication which does not present as being in the original prescribed form cannot be administered by designated staff. On these occasions, parents will be contacted to collect the medication and determine whether they personally administer it. Over the counter medication will not be administered or stored by service staff. Administration of medication for any pupils under the age of 16 requires parental consent.





Emergency arrangements

All staff, including temporary staff, are made aware of medical conditions and understand their duty in an emergency.

Where a pupil has an IHP, this will clearly describe what constitutes an emergency and explain the procedures that must be followed. Where there is no IHP, or where there is no formal diagnosis, regular first aid procedures will be followed (see Appendix 1).

All staff receive healthcare updates through staff briefings where necessary and via the staff shared site. If a pupil needs to attend hospital a member of staff will stay with them until the parent / carer arrives or accompany a child taken to hospital in an ambulance. Staff will not take pupils to hospital in their own car; parents / emergency contacts will be contacted, alongside the emergency services.

Training

Training is provided as required to ensure staff are competent and have confidence in their ability to support pupils with healthcare needs, as outlined within Individual Healthcare Plans. The Head of the PRS will organise healthcare training and keep a record of staff who attend, ensuring that the service is able to meet the identified healthcare needs of pupils. This will include frequent first aid training for a cross-section of staff to ensure first aiders are available throughout the service and can accompany service trips.

Qualifications and assessments

- Teachers are expected to use their professional judgement to support pupils with healthcare needs.
- The service will liaise with schools for whom pupils are dual registered on a regular basis, to ensure all parties are updated on qualifications and assessments.
- We will ensure that applications for special arrangements will be submitted by service to the awarding bodies as early as possible. These will be made through the Examination Officer.
(Awarding bodies may make special arrangements for pupils with permanent or long-term disabilities and learning difficulties, or temporary disabilities and illnesses, who are taking public examinations such as National Tests, GCSEs or A levels).
- The service will take advice from the Local Authority if required.
- We recognise it is unacceptable practice to request adjustments or additional time at a late stage, unless there is a sudden illness or significant change in a pupil's healthcare needs. Adjustments are therefore applied for in good time. Consideration must also be given to





mock examinations or other tests.

Full guidance on the range of special arrangements available and the procedures for making applications is given in the Joint Council for Qualifications' circulars *Adjustments for candidates with disabilities and learning difficulties* (2016) and *A guide to the special consideration process* (2016), which are both accessible from the Joint Council for Qualifications' website.)

Teachers are expected to use their professional judgement to support pupils.

Integration

At Cysgod Y Coed we recognise that we have a key role to play in the successful integration after diagnosis or reintegration of pupils with healthcare needs. We will be proactive and work with health professionals and the Local Authority as appropriate, as well as other pupils in supporting the transition. We will train staff in a timely manner to assist the pupils return. The support will be considered by key parties including the pupil and parent/carer and will be reflected in the pupil's IHP.

When a pupil is discharged from hospital, appropriate information should be provided to parent/carers which should be shared with the service. The appropriate SLT lead will work with the parent/carer and the hospital to manage the pupil's return.

Monitoring and review

The Healthcare Policy and Protocol are regularly reviewed and updated where necessary and are presented to the Management Committee every 2 years. Individual Healthcare Plans are reviewed according to the changing healthcare needs of the pupil and guidance from medical professionals.

Complaints

Complaints can be made in line with the service's Complaints Policy. Details can be found on the service website.

Unacceptable practice

Please see the 'Unacceptable Practice' section in the Welsh Government's 'Supporting Pupils with Healthcare Needs' statutory guidance: <http://learning.gov.wales/resources/browse-all/supporting-pupils-with-healthcare-needs/?lang=en>





APPENDIX 1

Cysgod Y Coed First Aid Protocol

- Each Centre will have a list of First Aid Trained staff
- When an accident occurs, a first aider will decide whether first aid can be administered by them, or whether the injury requires input from a health professional.
- The first aider will ask staff to check the pupil's medical history/notes to help inform any decision that is made.
- If first aid is provided a decision is made as to whether the First Aid Book or Accident Form has to be completed.
 - First Aid Book – This is for general day-to-day general illness, headaches, stomach aches, small cuts, bumps and grazes.
 - Accident Form – This is for more serious, reportable injuries e.g. suspected broken bones, pulled/torn ligaments, trauma to the body, large/deep cuts, head injuries.
 - Examples to support the logging of incidents can be located in the First Aid Book.
- The First Aid book can be located in each centre. The Accident Form is submitted online. The admin team will support staff with this submission.
- Basic first aid equipment can be found in each centre

First Aid Book

- Record the pupil's illness and/or treatment in the First Aid Book.
- All head injuries, no matter how small they seem, must have a phone call home.

Accident Form

- Record the pupil's injury and treatment on an Accident Form (online), as soon as First Aid is given
- Parents to be notified of the injury and treatment
- Parent to visit the service (most likely pupil has to be taken with parent)
- First Aid can be given in the where needed





- The same procedures must be followed for any staff injuries, including the completion of an Accident Form.

Medication

- Medication can be used by pupils where parents/carers have completed a medical consent form. These are issued by Centre Leads. This states when, where and who administers the medication. This will be in the pupils Healthcare Plan where one is in place. This information will be shared with staff who work with the identified pupil.
- Centre Leads regularly check medicine expiry dates and logs these checks
- Centre Leads liaise with parents/carers to ensure medication is up-to-date and in service
- Medication is kept securely in staff offices on each site
- Any medication that is administered must be recorded on the Administration of Medication Spreadsheet (managed by the Centre Lead).

Asthma Pumps

- Pupils must have asthma pumps available to them at all times. It is the responsibility of parents/carers to provide these and to check they are in date. In cases where asthma pumps have been forgotten, or are found to be out of date, the Centre Lead should be notified so that parents/carers can be contacted to provide one.
- Pupils in PRU centres will be reminded regularly that they need to carry their asthma pumps with them at all times.
- Pupils cannot be in service if asthma pumps are not present and in date.

Epi-pens

- Centre Leads will ensure pupils have epi-pens on their person and spares are held in offices securely. Centre Leads regularly checks and logs that these spare additional pens are in date Pupils cannot be in service if this spare/additional medication is not present and in date
- Pupils must carry their pen with them at all times
- All staff must be aware of Individual Healthcare Plans and what to do in the event of a seizure, or allergic reaction
- Where a pupil is having a seizure and their Healthcare Plan indicates that Buccolam (Bucco)





may be required, staff who are trained in administering Bucco will be directed to the pupil by First Aiders, or Centre Leads. Only staff who have undergone appropriate training are permitted to administer this medicine.

Diabetes (Type 1)

- Pupil's will be supported by trained staff (see list of staff at the end of the protocol), who will help them to monitor their blood glucose levels and administer insulin as necessary during the service day. The nature of support will be set out in their individual Healthcare Plans.
- When Insulin pump alarms sound continuously, blood glucose must be entered by trained staff into the pump if the "BG required" alarm is displayed.
- Where staff recognize signs of hypoglycaemia (low blood sugar) and hyperglycaemia (high blood sugar), they should contact the Centre Lead immediately, and/or trained staff where they are not already in attendance in the classroom (see list of staff at the end of the protocol).

Symptoms of hypoglycaemia include: headache, shakiness ("wobbly" legs), hunger, weakness, shaking, feeling sick, glazed expression, irritability, tingling around the mouth, visual disturbance, becoming emotional, pale face, headache, sweating, dizziness, clamminess, lethargy, behaviour change, slipping in and out of consciousness.

Symptoms of hyperglycaemia include: excessive thirst, increased need to pass urine, behaviour change, feeling weak, feeling sick and tired, blurred vision, fluctuations in mood, headaches and dizziness, sweating, smell of acetone on the breath

- Where symptoms of hypoglycaemia are noted staff will provide immediate access to snacks and glucose treatments. Examples of snacks and drinks: 100ml Orange Juice, 110 ml of Lucozade, 220 ml original ready to drink Ribena, 100ml Coke, 3 Starbursts, 8 Jelly Tots, 1 mini bag of Haribo Star mix (16g). These will be kept in Centres as needed.
- Pupils who show symptoms of hypoglycaemia should be supervised at all times until their blood glucose levels have risen and they feel well again.
- Where symptoms of hyperglycaemia are noted staff should allow pupils to go to the toilet (accompanied) and provide access to drinking water. Insulin will also be administered as per the pupil's Healthcare Plan.
- Parents will be contacted by the Centre Lead where symptoms of hypoglycaemia and hyperglycaemia are noted, as well as when treatment is given.
- Pupils with low blood glucose (hypoglycaemia) do not need to be collected from service early unless their treatment is unsuccessful or they continue to feel unwell.
- Pupils with high blood glucose levels (hyperglycaemia) do not need to be collected from service early unless they are vomiting or unwell, or have a problem with their insulin pump.





First Aid Procedures for Service Trips or PEOs visits without parent/carer presence

- In all cases, parents/carers are expected to be at home when EOTAS medical lessons and PEO visits take place, and therefore can administer First Aid to their child as and when needed
- For staff working with pupils in the community, they must ensure that the building they use has been verified and agreed by the Head of the PRS, and that appropriate First Aid provision is available on those sites.
- During PEO visits outside of the home, the PEO must ensure that PSPs, IDPs, IHPs and risk assessments have been read before any offsite visits as part of PEO sessions, and appropriate plans are in place to support any healthcare needs.
- On arranged, offsite trips, at least one qualified First Aider trained in Paediatric First Aid (PFA) or Emergency First Aid at Work (EFAW) must accompany any service trip. The number of First Aiders will be determined following a risk assessment completed by the Trip Organiser with the Healthcare Lead that considers the number of pupils and their individual healthcare needs. The type of trip, associated activities whilst on the trip and duration of the trip should also be considered.
- Where pupils are being transported using a coach, or mini bus, one first aider must be present upon each vehicle.
- For pupils with epilepsy that have been prescribed Buccolam (Bucco), a trained member of staff must attend the trip alongside other first aiders. Those staff trained in administering Bucco are *in addition* to the designated first aider and should not replace a designated first aider on the trip. For a full list of staff who are trained to administer Bucco see the appendix.
- If a child with diabetes attends a trip, someone who has completed the appropriate diabetes training must also attend the trip alongside other designated first aiders. For a list of staff who are trained to support pupils with Type 1 diabetes see the appendix.
- A fully stocked first aid kit, compliant with Health and Safety Executive (HSE) guidelines, will be taken on all trips. The contents of the first aid kit will be checked by the Healthcare Lead and replenished if necessary before departure.
- Staff will be provided by copies of any relevant Individual Healthcare Plans by the Centre / EOTAS





leads and must become familiar with any specific medical needs, allergies, or medications required by pupils.

- Named staff will be responsible for storing and administering medication, as authorised by parental consent forms and following guidance found within the Service ALN and Healthcare Policies.
- A named member of staff must carry up-to-date emergency contact details for all pupils and know the procedure for contacting a named contact within the service and emergency services in the UK or abroad if relevant.
- Parents/carers must be informed of any injury or incident requiring medical attention as soon as practical.
- All accidents must be recorded on the service's official accident form, and significant injuries must be reported to the designated safeguarding lead and parents as soon as possible.
- Staff must be aware of the nearest medical facilities at the trip destination and during transit, and know how to access NHS 111 or 999 services if needed.
- At least one member of staff must carry a charged mobile phone with reliable reception for emergencies and coordination.
- A risk assessment will be produced by the trip organiser that identifies potential first aid needs, including risks from activities, the environment and individual pupil health issues.
- Plans must be in place for emergency transport, including access to a vehicle or knowledge of local ambulance access points.
- If a pupil needs to be taken for emergency treatment, the rest of the group must remain supervised by other qualified staff.





APPENDIX 2

Contacting Emergency Services

Cysgod Y Coed Contacting Emergency Services

Request for an Ambulance

The ambulance request must come from the location of the injured / unwell person and the first aider supporting. Dial 999, ask for an ambulance, and be ready with the following information where possible.

1. State your telephone number:
 - Mobile number
 - Main number: 01600775110 and 01291626564
2. Give your exact location
3. Give your name.
4. Give the name of the pupil and a brief description of symptoms.
5. Inform Ambulance Control of the best entrance and state that the crew will be met at that entrance by a member of the service staff.
6. Don't hang up until the information has been repeated back to you.
7. Speak clearly and slowly and be ready to repeat information if asked to.
8. Ensure Centre / EOTAS Leads are aware that an ambulance has been called and the location of the injured person.





APPENDIX 3

Consent for Prescribed Medication

Cysgod Y Coed

Parent/Carer consent for the service to administer prescribed medication to a pupil

- Our service will not give your child medication unless you complete and sign this form. If your child requires medication and this form is not completed, your child could be refused attendance at service in-line with Health and Safety.
- If more than one medication is to be given, a separate form should be completed for each one.
- A new form must be completed when dosage changes are made.
- Where medication is prescribed to be taken in frequencies which allow the daily course of medicine to be administered at home, parents should seek to do so, e.g. before and after service and in the evening. (However, we understand there will be instances where this is not appropriate.)
- Parents/carers will be informed when a child refuses their medication or when emergency medication is administered.
- Parents/carers can request sight of records.
- Without exception pupils must not share their medication for any reason with another pupil.

Name of child	
Date of birth	
Class / form	
Healthcare need	
Routine or emergency medication	
Medicine	
Note: medication must be in the original container if dispensed by the pharmacy.	





Name, type and strength of medicine (as described on the container)	
Date dispensed	
Expiry date	
Dose and frequency of medication	
Method of administration	

Timing of medication	
Duration of treatment	
Special precautions	
Special requirements for administering medication e.g. two staff present, same gender as pupil.	
Storage requirements	
Who will deliver the medication to service and how frequently?	
Who will receive the medication?	
Does treatment of the medical condition affect behaviour or concentration?	
Are there any side effects that the service needs to know about?	
Is there any medication that is being administered outside of service day that we need to know about? Are there any side effects that we should be aware of?	
Any other instructions	





Pupil to self-administer medication under supervision from a stored location	Yes / No (please circle) <i>If yes, pupil must also sign declaration*</i>
Pupil to carry and self-administer medication	Yes / No (please circle) <i>If yes, pupil must also sign declaration*</i>
Procedures to take in an emergency	
If the service has an emergency inhaler- If your child is prescribed an inhaler have you given consent for your child to use a service emergency inhaler on a separate consent form?	Yes / No (please circle)
Agreed review date	<i>To be completed with the service</i>

Name of member of staff responsible for the review	<i>To be completed with the service</i>	
INDIVIDUAL HEALTHCARE PLANS (IHP)		
Healthcare Plan from health professional attached if appropriate	Yes / No (please circle)	
IHP created by service attached if appropriate (appendix 3)	Yes / No (please circle)	
Guidelines provided by health attached if appropriate e.g. patient information sheet	Yes / No (please circle)	
Review date of the above		
Contact details	Contact 1	Contact 2
Name		





Daytime telephone number		
Relationship to the child		
Address		
Post Code		
In the best interests of the pupil the service might need to share information with service staff and other professionals about your child's healthcare needs e.g. nursing staff.	Yes / No (please circle)	
Do you consent to this information being shared?		
<ul style="list-style-type: none"> I have read and agree to the service giving medication in accordance with the service policy. I understand my parental/carer obligations under the Welsh Government guidelines (http://learning.gov.wales/resources/browse-all/supporting-pupils-with-healthcare-needs/?skip=1&lang=en). The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to service staff to administer the medicine in accordance with the information given above and the service policy. I will inform service of any new information from health professionals in regard to my child, e.g. if there are any changes in dosage or frequency or if it is stopped. I will ensure that this is in writing from the health professional. I understand that it is my responsibility to replenish the medication supply in the service and collect expired or unused medication. 		





- Where correct medication is not readily available on a given day and places the child at risk, the head teacher has the right to refuse to admit my child into the service until said medication is provided.
- It is my responsibility to provide in-date medication which is correctly labelled.
- I consent for the information in the form to be shared with health professionals/emergency care.
- If my child has received any emergency medication prior to service, I will inform the head teacher/delegated member of the service staff before service starts.

Parent/carer signature:

Date:

I would like my child to administer and/or carry their medication

Parent/carer signature:

Date:

*If yes to these questions: I agree to administer and/or carry my medicine. If I refuse to administer my medication as agreed, then this agreement will be reviewed.

Pupil signature:

Date:

** HEALTHCARE LEAD FOR THE SERVICE - AGREEMENT TO ADMINISTER

MEDICATION

It is agreed that <insert child's name> will receive <insert name and quantity of medication> at <insert time medicine is to be administered>





(Name of pupil)..... will be
given their medication / supervised while they take their medication by <insert name of
member of staff>.....

This arrangement will continue until (e.g. either end date if course of medication or until
instructed by parents/carers).....

Centre / EOTAS Lead:

Signed:..... Date:

- Individual Healthcare Plan in place; OR
- Individual Healthcare Plan not required





APPENDIX 4

Individual Healthcare Plans (IHPs)

Purpose of an IHP

- IHPs set out what support is required by a pupil. They do not need to be long or complicated.
- Our service will ensure our healthcare needs policy includes information on those people who have responsibility for the development of the IHPs.
- IHPs are essential where healthcare needs are complex, fluctuating, long term or where there is a high risk that an emergency intervention will be needed.
- Not all pupils with healthcare needs require an IHP. Pupils are risk assessed on a case-by-case basis to decide what interventions are most appropriate.

When an IHP is appropriate

In most cases, especially concerning short-term illnesses such as those requiring a course of antibiotics, a detailed IHP may not be necessary. In such circumstances it may be sufficient to only complete a Consent for Prescribed Medication form (Appendix 3), or the detail recorded in a PSP or IDP.

In such circumstances it may be sufficient to record the name of medication, dosage, time administered and any possible side effects. These procedures should be confirmed in writing between the pupil (where appropriate), the parents and the education setting.

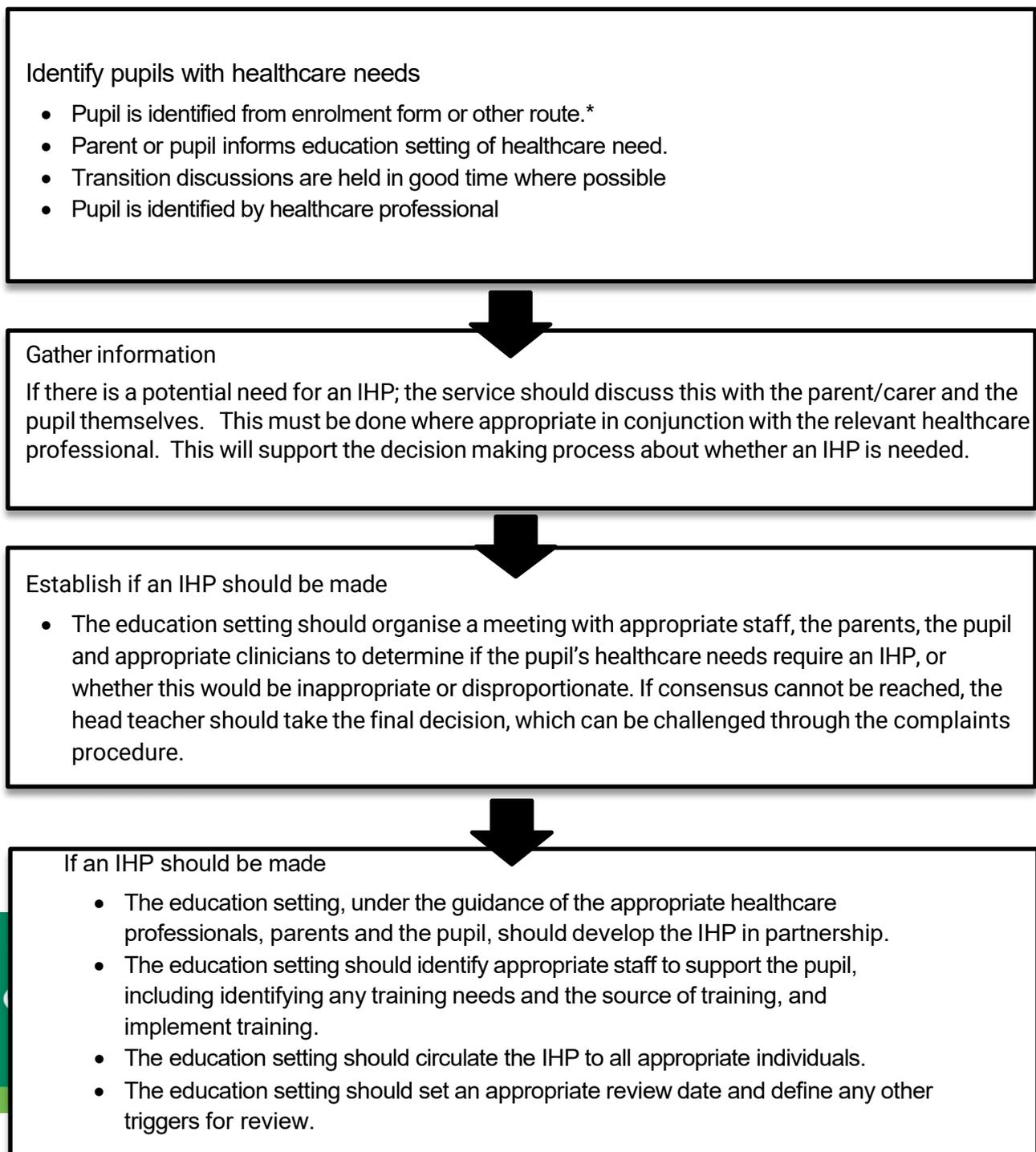
However, when a pupil has continual or episodic healthcare needs, then an IHP may be required. If these needs are complex and the pupil is changing settings, then preparation should start early to help ensure the IHP is in place at the start of the new term. A Personal Evacuation Plan and Risk Assessment may also be attached.





Individual Healthcare Plan (IHP) Requirement

The following diagram outlines the process for identifying whether an IHP is needed





Cysgod Y Coed Individual Healthcare Plan (IHP)

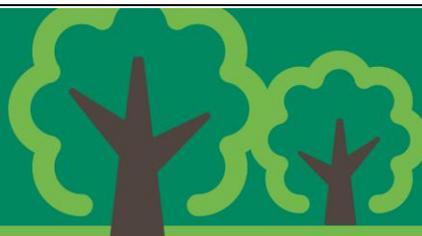
Please note: this is a very comprehensive IHP. Not all sections will be applicable. The service only needs to use the sections that are relevant and helpful to the care of the pupil.

If health professionals have already provided their own health care plan, the service might not need to create an IHP as long as the one from the health professional covers all the information that the service needs.

1. PUPIL INFORMATION

1.1 Pupil details

Pupil's name:	
Date of birth:	
Year group:	
Nursery/Service/College:	
Address:	
Town:	
Postcode:	
Medical condition(s): <i>Give a brief description of the medical condition(s) including description of signs, symptoms, triggers, behaviours.</i>	
Allergies:	
Date:	
Document to be updated/reviewed:	
Review triggers:	





1.2 Family contact information

Name:			
Relationship:			
Home phone number:			
Mobile phone number:			
Work phone number:			
Email:			

1.3 Essential information concerning this pupils' health needs

	Name	Contact details
Specialist nurse (if applicable):		
Key worker:		
Consultant paediatrician (if applicable):		
GP:		
Head teacher:		
Link person in education:		
Class teacher:		
Health visitor/ service nurse:		
ALNco:		
Other relevant teaching staff:		
Other relevant non-teaching staff:		





Person with overall responsibility for implementing plan:		
Person responsible for administering/supervising medication:		
Arrangements for cover in these two peoples absence:		
Any provider of alternate provision:		

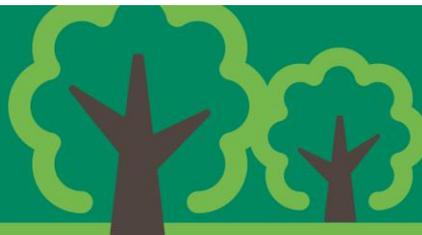
This pupil has the following medical condition(s) requiring the following treatment.	
Medication administration	Please complete parent/carer agreement for service to administer medication form (appendix 2) and attach to this IHP.

1.4 Sharing information and record keeping

In the best interests of the pupil the service might need to share information with service staff and other professionals about your child's healthcare needs e.g. nursing staff.	Yes / No (please circle)
Do you consent to this information being shared?	
What records will be kept about the pupil's healthcare needs, and how it will be communicated with others?	

2. ROUTINE MONITORING (IF APPLICABLE)

Some medical conditions will require monitoring to help manage the pupil's condition.





What monitoring is required?	
When does it need to be done?	
Does it need any equipment?	
How is it done?	
Is there a target? If so what is the target?	





EMERGENCY SITUATIONS

An emergency situation occurs whenever a pupil needs urgent treatment to deal with their condition.

What is considered an emergency situation?	
What are the symptoms?	
What are the triggers?	
What action must be taken?	
Are there any follow up actions (e.g. tests or rest) that are required?	

IMPACT OF MEDICAL CONDITION AND MEDICATION ON PUPIL'S LEARNING

(Impact statement to be jointly produced by health professional and a teacher)

How does the pupil's medical condition or treatment affect learning? <i>i.e. memory, processing speed, coordination etc.</i>	
Actions to mitigate these effects	
Does the pupil require any further assessment of their learning?	

3. IMPACT ON PUPIL'S LEARNING and CARE AT MEAL TIMES

	Time	Note
Arrive at service		





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Morning break		
Lunch		
Afternoon break		
Service finish		
After service club (if applicable)		
Other		



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- Please refer to home-service communication diary
- Please refer to service planner

CARE AT MEAL TIMES

What care is needed?	
When should this care be provided?	
How's it given?	
If it's medication, how much is needed?	
Any other special care required?	

PHYSICAL ACTIVITY

Are there any physical restrictions caused by the medical condition(s)?	
Is any extra care needed for physical activity?	
Actions before exercise	
Actions during exercise	
Actions after exercise	

TRIPS AND ACTIVITIES AWAY FROM SERVICE

What care needs to take place?	
When does it need to take place?	
If needed, is there somewhere for care to take place?	





Who will look after medication and equipment?	
Who outside of the service needs to be informed?	
Who will take overall responsibility for the pupil on the trip?	

SERVICE ENVIRONMENT

Can the service environment affect the pupil's medical condition?	
How does the service environment affect the pupil's medical condition?	
What changes can the service make to deal with these issues?	
Location of service medical room	

EDUCATIONAL, SOCIAL & EMOTIONAL NEEDS

Pupils with medical conditions may have to attend clinic appointments to review their condition. These appointments may require a full day's absence and should not count towards a pupil's attendance record.

Is the pupil likely to need time off because of their condition?	
What is the process for catching up on missed work caused by absences?	
Does this pupil require extra time for keeping up with work?	
Does this pupil require any additional support in lessons? If so what?	





Is there a situation where the pupil will need to leave the classroom?	
Does this pupil require rest periods?	
Does this pupil require any emotional support?	
Does this pupil have a 'buddy' e.g. help carrying bags to and from lessons?	

STAFF TRAINING

The Management Committee are responsible for making sure staff have received appropriate training to look after a pupil with regard to healthcare administration, aids and adaptive technologies. Service staff should be released to attend any necessary training sessions it is agreed they need.

What training is required?	
Who needs to be trained?	
Has the training been completed?	
Head teacher/delegated person signature	

TRANSPORT TO SERVICE

What arrangements have been put in place?	
Who will meet the pupil in service?	

PERSONAL CARE





For pupils requiring intimate care as part of their IHP, please refer to the service's Intimate Care Policy.

What arrangements have been put in place in relation to any personal care needs across the service day?

--	--

PLEASE USE THIS SECTION FOR ANY ADDITIONAL INFORMATION FOR THE PUPIL.

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We suggest the following are stored together:

- IHP from health
- Medication consent form (if applicable)
- Statement of SEN/ ALN IDP /individual education plan / learning and skills plan
- One page profile
- Risk assessment
- Personal evacuation plan

SIGNATURES

	Name	Signature	Date
Head teacher/delegated person			
Young person			
Parents/ carer			





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Health professional			
Service representative			
Service nurse			



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APPENDIX 5 Staff Training Record

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STAFF TRAINING RECORD – ADMINISTRATION OF MEDICATION / TREATMENT

Please ensure that the Education Workforce Council registration is updated accordingly (if appropriate).

Name (s)	
Type of training received	
Date training received	
Date training completed	
Training provided by	
Profession and title	

I confirm that the above staff member(s) have received the training detailed above and is competent to carry out any necessary treatment / administration of medication.

I recommend that the training is updated (*please state how often*):





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Trainer's signature:

Date:

I confirm that I have received the training detailed above.

Staff signature:

Date:

Suggested review date:



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APPENDIX 6 Record of Administration of Medication

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Name: _____ Form Class: _____

Date	Time	Name of medication	All checks above undertaken	Dose Given	Controlled drugs only: amount remaining	Any reactions	Medication refused/not administered	Reason	Parent/carer informed & how	Staff 1 signature	Staff 2 signature



APPENDIX 7 Storage of Medication Check List

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Record of medication stored on the service site for a pupil

Pupil Name	Date of Birth	Name of medication	Date placed in Reception	Expiry date of medication	Date of check 1	Date of check 2	Staff signature

