



Threemilestone School

TMS Medical Conditions Policy

Ratified: 4th June 2024
Next Review Date: June 2025

Safeguarding

Threemilestone School is committed to safeguarding and promoting the welfare of all children. We expect all our team members to share this commitment.

Steagle

Author

Dated 5.6.24

Steagle

Headteacher

Dated 5.6.24

[Signature]

Chair of Governing Body

Dated 5.6.24

Policy Statement

The school understands that it has a responsibility to make the school welcoming and supportive to children with medical conditions who currently attend and to those who may enrol in the future. The school aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can fulfil their academic potential as healthy citizens in the school community.

Children with medical conditions are encouraged to take control of their condition. The school aims to include all children with medical conditions in all school activities.

Staff understand the medical conditions of children at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence. All staff understand their duty of care to children and know what to do in the event of an emergency.

The school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood. All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact these can have on pupils.

The Medical Conditions Policy is understood and supported by the whole school and local health community.

We recognise our duties as detailed in Section 100 of the Children and Families Act 2014. Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, this school complies with the duties under the Act. Some may also have special education needs (SEN) and may have an Education, Health and Care (EHC) Plan which brings together health and social care needs, as well as their special educational provision. For children with SEND, this policy should be read in conjunction with the Special Educational Needs Policy.

1. Roles and Responsibilities

This school works in partnership with all interested and relevant parties including all school staff, parents, employers, community healthcare professionals, catering staff, and pupils to ensure the policy is planned, implemented and maintained successfully. The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

The Headteacher and/or Leadership Team will:

- Ensure the Health and Safety of their employees and anyone else on the premises or taking part in school activities (this includes all children).
- Ensure responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or residential trips.
- Ensure the Health and Safety policies and risk assessments are inclusive of the needs of children with medical conditions.
- Ensure the medical conditions policy is effectively monitored and evaluated and regularly updated.

- Provide indemnity for staff who volunteer to administer medication to children with medical conditions.
- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy framework.
- Liaise between interested parties including children, school staff, special educational needs coordinators, pastoral support, teaching assistants, school nurses, parents, employers, the school health service, and local emergency care services.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place (noting this is reliant on parents updating information).
- Ensure that personal and sensitive data is only collected as necessary to allow the school to carry out our statutory responsibilities and to keep children safe.
- Personal and sensitive data is shared with other parties as necessary to ensure the safety of the children. This includes sharing with the school kitchen, third parties providing services to the school which may conflict with the medical needs of the children (i.e. residential trip accommodation or catering providers).
- Ensure child confidentiality except when sharing that information is in the best interests of the health of the child.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply teachers and new staff know the medical conditions policy.
- Provide regular training for school staff in managing the most common medical conditions at school.

All school staff will:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand the school's medical conditions policy.
- Know which children in their care have a medical condition and be familiar with the children's Individual Healthcare Plan (care plan) including Emergency Action Plans where required.
- Allow all children to have immediate access to their emergency medication.
- Maintain effective communication with parents/carers including informing them if their child has been unwell at school.
- Ensure children have access to their medication when they go on a school visit or out of the classroom.
- Be aware of children with medical conditions who may need extra support. Details, including photographs of the children may be displayed in appropriate positions within the school, to ensure that relevant staff are aware of the specific needs of the children.
- Understand the common medical conditions and the impact it can have on children (children should not be forced to take part in any activity if they feel unwell).
- Ensure all children with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

All teaching staff will:

- Ensure children who have been unwell have the opportunity to catch up on missed school work.

- Be aware that medical conditions can affect a child's learning and provide extra help when children need it.
- Liaise with parents/carers and the SENDCo if a child is falling behind with their learning because of their condition.
- Use opportunities such as RSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

School nurse team will:

- Be referred to by the school to provide training for school staff in managing the most common medical conditions at school.
- Provide information about where the school can access other specialist training.

First aiders will:

- Ensure immediate help to casualties with common injuries or illness and those arising from specific hazards with the school.
- Ensure, when necessary, an ambulance or other professional help is called. Specific medical requirements or conditions may be shared with medical professionals to ensure the safety of the child.
- Ensure parents/carers are informed of the injury.
- Ensure parents/carers are informed of any incident where there has been a bump to the head. A phone call home should be made if significant. Parents/carers will also be given written notification when they collect their child at the end of the day including a head injury information sheet.
- Record all accidents/injuries in the Accident Book in the first aid boxes..

The Special Educational Needs Coordinator (SENDCo) will:

- Help update the school's medical conditions policy.
- Ensure that they know which children have a medical condition and which have educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a child needs special consideration in SATS.
- Provide information about where the school can access other specialist training.

The office staff will:

- Keep the Medical Conditions Register up to date.
- Ensure all new starters and existing pupils diagnosed with a medical condition fill out a Medical Record Sheet.
- Ensure completed forms are passed to the SENDCo.
- Review Medical Conditions Register with SENDCo.
- Report to the Health and Safety Team.

Children will:

- Treat other children with and without a medical condition equally.
- Tell their parents/carers, teacher or nearest staff member when they are not feeling well.
- Let a member of staff know if another child is feeling unwell.
- Ensure a member of staff is called in an emergency situation.
- Treat all medication with respect.

- Know how to gain access to their medication in an emergency.

Parents/carers will:

- Tell the school if their child has a medical condition.
- Ensure the school has complete and up-to-date information about their child's medical condition by completing a Medical Record Sheet and ensure the school has up-to-date contact details.
- Inform the school, and complete an Administration of Medicines Form, available from the school office, if their child requires medication to be administered during the school day.
- Inform the school of any medication their child requires while taking part in visits, outings or residential trips, and complete the Administration of Medicines Form.
- Tell the school about any changes to their child's condition or medication.
- Ensure their child's medication is in its original container with a prescription label present and containing the medicine information leaflet. Only prescribed medication will be administered.
- Ensure their child's medication is within date.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- Keep their child at home if they are not well enough to attend school.
- Ensure their child catches up on any school learning they have missed.

2. Communication Plan

Children are informed about medical conditions in Relationship and Health Education (RHE).

Parents/carers are informed about the medical conditions policy:

- In the school newsletter when considered appropriate.
- When their child is enrolled as a new pupil.
- Via the school's website where it is available all year round.

A copy of this policy is available:

- In the school office policies file.
- On the school's website.
- On the Admin and Staff Shared areas of Google Drive for staff and on the school website.
- Signposting in the staff handbook.

In addition, staff are informed and regularly reminded about the medical conditions policy:

- At staff meetings.
- At scheduled medical conditions training.
- Via google forms when the policy is reviewed.

All other stakeholders can find the policy on the school website.

3. Individual Care Plans

All pupils with a medical condition relevant to being known to staff at school (other than asthma) have a care plan.

A care plan details exactly what a child needs in school, when they need it and who is going to give it. It will also include, where possible any impact the condition may have on the child's behaviour or classroom performance.

This is drawn up with input from the child (if appropriate), their parent/carer, relevant school staff, SENDCo and healthcare professionals as appropriate.

This school uses care plans or information derived from them to inform the appropriate staff (including supply teachers and support staff) of children in their care who may need emergency help.

Care plans are kept with the child's admission form in filing cabinet 1 in the school office. A note is made on the child's SIMS record to say that the child has a care plan as well as being recorded on the Medical Conditions Register.

Care plans are regularly reviewed by the SENDCo and office staff, at least every year or whenever the child's needs change.

4. Emergency Procedures

Staff are aware of the most common serious medical conditions at the school through first aid training and specialist training/demonstrations from healthcare professionals. A medical conditions board is also displayed in the staff room and first aid room. Children with food allergies or medical conditions which are food related (such as diabetes) are also displayed in the kitchen, to ensure that the catering staff are aware of the specific needs of the children.

Action for staff to take in an emergency for asthma, epilepsy, anaphylaxis and diabetes is displayed in the first aid room, staffroom and in the staff handbook. It can also be downloaded from www.medicalconditionsatschool.org.uk.

Staff are informed at staff meetings of any children starting with serious medical conditions that they need to be aware of. Each class has a medical conditions register for their class and their parallel class. For those children with more complex needs, a record sheet complete with a photo and details of the care plans included with the register.

Staff at the school understand their duty of care to children in the event of an emergency, all staff know what action to take. This includes contacting the emergency service through the school office team who will call on a mobile phone whilst with the child.

If a child needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent/carer arrives. The school tries to ensure that the staff member will be one the child knows. Staff should not take children to hospital in their own car.

The child's care plan informs what help they need in an emergency. The school has procedures in place so that a copy of the child's care plan and/or pupil data sheet is sent with the pupil to the emergency care setting. Parental consent will be sought and recorded in the care plan for sharing the care plan with emergency care settings.

Action to take in general medical emergencies is displayed in prominent locations for staff (staff room, first aid room and where appropriate the school kitchen). Named medical conditions posters are displayed throughout the school.

5. Administration of Medication

The school has clear guidance on the administration of medication at school.

Administration – emergency medication

- All children at this school with asthma have easy access to their inhalers. The school holds an emergency asthma kit which is stored in the staff room, on top of the medicine cabinet. Only children whose parents have given prior written consent can use the school emergency inhaler as per Department of Health Guidance.
- All children with medical conditions other than asthma have their medication stored safely, within easy access for staff to administer in an emergency.
- All children are encouraged to administer their own emergency medication, under supervision when their parents and health specialists determine they are able to start taking responsibility for their condition.
- Children know where their asthma medication is stored and how to access it.
- Children who do not administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

Administration – general

- All use of medication defined as a controlled drug, even if the child can administer the medication themselves, is done under the supervision of a named member of staff at this school.
- The school understands the importance of medication being taken as prescribed.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.
- Many members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed medication to children under the age of 16, but only with the written consent of the child's parent. This consent is obtained through the Administration of Medicines Form. Please see appendix 1 for Administering of Medicine Procedure.
- When administering sporadic medication, for example pain relief, the school will check with the parents/carer when the last dose was taken and advise them of the time when the medication was taken.
- Training is given to all staff members who agree to administer medication to children, where specific training is needed. TPAT provides full indemnity.
- All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.

- In some circumstances medication is only administered by an adult of the same gender as the child, and preferably witnessed by a second adult.
- Parents/carers at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately. (Specified on Administration of Medicines Form)
- If a child at this school refuses their medication, staff record this and inform the parents as soon as possible.
- If a child at this school needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts are provided. All drivers and escorts have the same training as school staff, know what to do in a medical emergency and are aware of any children in their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Healthcare Plans.
- Staff attending off-site visits are aware of any pupils with medical conditions on the visit (item on the School Trip Checklist). They request/receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- If a child misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the school's disciplinary procedures are followed.

6. Storage of Medication

Safe storage – emergency medication

Emergency asthma medication is readily available to children who require it at all times during the school day or at off-site activities. Asthma medication is held in the class red medical bag. EpiPens are held in the staffroom in a box adjacent to the medicine cabinet. Due to the severity of one child's allergy a spare is held safely in his classroom. These are not locked up following guidance from the School Nurse. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff. Children know exactly how to access or obtain their emergency medication.

Safe storage – non-emergency medication

All non-emergency medication is kept locked in the medicine cabinet which is located on the wall in the staff room. Medicines that need to be kept refrigerated are stored in the medicine fridge in the staff room. Children with medical conditions know where their medication is stored and how to access it. Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- Vicky Shaw, Jodie Carlyon and Dawn Hawken (office staff) ensure medication is stored appropriately at school.

- All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves.
- The office staff, along with the parents/carers of children with medical conditions, ensure that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, together with the original prescription label, in its original container and that an Administration of Medicines Form is completed and authorised which contains the name and dose of the medication and the frequency of dose.
- Medication is stored in accordance with instructions, paying particular note to temperature.
- Some medication for children at this school may need to be refrigerated. All refrigerated medication is clearly labelled and placed in the Medication Refrigerator. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate. The school's medicine fridge is located in the staff room and is clearly labelled.
- All medication is sent home with children at the end of the school year. Medication is not stored during the summer holidays.
- It is the parent/carer's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Safe disposal

- Parents/carers at this school are asked to collect out-of-date medication.
- If parents/carers do not pick up out-of-date medication, or at the end of the school year, a member of the office team takes it to a local pharmacy for safe disposal.
- Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the child's parent/carer.
- Collection and disposal of sharps boxes is arranged with *Mitie*.

7. Record keeping

Enrolment Form/Medical Record Sheet

Parents/Carers at Threemilestone School are asked if their child has any health conditions or health issues on the admission form. If any health conditions or health issues are mentioned on the admission form, a School Medical Record Sheet is sent home to obtain further detailed information. *Please see Appendix 2 for the School Medical Record Sheet template.*

The information obtained from the Medical Record Sheet is then used as a basis for an Individual Healthcare Plan if required.

An update on medical conditions is checked in September annually as part of the updating data process.

Individual Care Plans

- This school uses a care plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Care Plan if required. It is required for children with long-term medical conditions (excluding Asthma) and should be completed at enrolment or when a diagnosis is communicated to the school.
- The care plan is developed by the SENDCO with the child (where appropriate), parent/carer, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- A care plan details exactly what care a child needs in school, when they need it and who is going to give it. It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.

The Admission Form, School Medical Record Sheet, and Individual Care Plan (where possible), must be completed and returned before the pupil is admitted to the school.

School Medical Conditions register

- Care plan details are entered onto the centralised register of pupils with medical conditions. Claire Ewart (SENDCo) and Vicky Shaw have responsibility for the register at this school.
- The office staff follow up, with parents/carers, any further details required on a pupil's care plan or if permission for administration of medication is unclear or incomplete.

Storage and access to Healthcare Plans

- The child (where appropriate) and parents/carers hold a copy of the care plan. The specialist nurse (where appropriate) and relevant healthcare services should take a copy of the care plan when they sign it. Other school staff are made aware of and have access to the care plan for the pupils in their care.
- A record sheet containing a photograph of the child and details of condition, triggers and what to do in an emergency, is held in the class register, which is accessible to supply teachers.
- A Medical Emergency poster is displayed in the first aid room, staff room, school kitchen (where appropriate) and school office, which contains pictures of children with life threatening conditions, and what to do in case of emergency.
- This school makes sure that all staff protect pupil confidentiality. This information is found in the Staff Handbook.
- This school seeks permission from the child and parents before sharing any medical information with any other party and this is recorded in Appendix 3 - this is shared with all adults who work with the child, and they sign to say that they have read the information

Consent to administer prescribed medicines

- If a child requires **regular** prescribed medication at school, parents/carers are asked to provide consent for the child or staff to administer medication on a regular/daily basis, if required. An Administration of Medication Consent Form must be completed and attached to the care plan.
- All parents/carers of children with a medical condition who may require prescribed medication in an emergency are asked to provide information on the care plan and complete an Administration of

Medicine Form which must be attached to the care plan.

- If a child requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the pupil's care plan.

Residential visits

- Parents/Carers are sent a residential visit form to be completed and returned to school before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the child's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours. An Administration of Medicine Form must be completed. If medicine is to be administered.
- All residential visit form information is taken by the relevant staff member on visits together with copies of the child's care plan.

Other record keeping

- This school keeps an accurate record of each occasion an individual child is given or supervised taking medication (excluding Asthma inhalers). Details of the supervising staff member, child, dose, date and time are recorded. If a child refuses to have medication administered, this is also recorded and parents are informed as soon as possible.
- This school makes sure that all staff providing support to a child and other relevant teams have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the child's care plan. This should be provided by the specialist nurse/school nurse or other suitably qualified healthcare professional and/or the parent.
- This school holds refresher training on first aid training including certain common medical conditions every 3 years. A log of the medical condition training is kept by the School Secretary and reviewed every 12 months to ensure all new staff receive training.
- All school staff who volunteer or who are contracted to administer **regular** medication are provided with training by a healthcare professional where appropriate. The school secretary keeps a register of staff that have had the relevant training.

8. Whole school environment inclusive and favourable to pupils with medical conditions

Physical environment

The school is committed to providing a physical environment that is accessible to children with medical conditions. Where appropriate children with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible. This school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

Social interactions

This school ensures the needs of children with medical conditions are adequately considered to ensure

their involvement in structured and unstructured social activities, including during breaks and before and after school.

The school ensures the needs of children with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.

All staff at this school are aware of the potential social problems that children with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies. Staff use opportunities such as Relationship and Health Education (RHE) lessons to raise awareness of medical conditions amongst children and to help create a positive social environment.

Exercise and physical activity

This school understands the importance of all children taking part in sports, games and activities. All those who teach PE and games make appropriate adjustments to sports, games and other activities to make physical activity accessible to all children.

This school ensures all those who teach PE, classroom teachers, PE teachers and understand that children should not be forced to take part in an activity if they feel unwell and are aware of children in their care who have been advised to avoid or to take special precautions with particular activities. They are aware of the potential triggers for children's medical conditions when exercising and how to minimise these triggers.

This school ensures all children have the appropriate medication or food with them during physical activity and that children take them when needed. This school ensures all children with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

This school ensures that children with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided. If a child is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.

Teachers at this school are aware of the potential for children with medical conditions to have special educational needs (SEND). Children with medical conditions who are finding it difficult to keep up with their studies are referred to the SENDCo. The school's SENDCo consults the child, parents/carers and the child's healthcare professional to ensure the effect of the child's condition on their schoolwork is properly considered.

This school ensures that lessons about common medical conditions are incorporated into Relationship and Health Education (RHE) lessons and other parts of the curriculum and learn about what to do in the event of a medical emergency.

Residential visits

Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include: how all children will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency. This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits. For overnight trips/camps, prior permission is obtained from parents to administer specified non-prescription drugs i.e calpol at the leader's discretion should the child need them.

9. Review

This school's medical condition policy is reviewed, evaluated and updated every year in line with the school's policy review timeline.

Appendix 1

Threemilestone School

Administering of Medicine Procedure

- 1 Parents/carers fill out and sign a red Administering of Medicine Form which is available from the school office.
- 2 The form is then signed by the Head Teacher, or in her absence, a member of the Senior Leadership Team.
- 3 The form is then colour photocopied and placed in the 'Administering of Medicines' file which is located next to the medicine fridge in the staff room.
- 4 The original form stays with the medicine at all times.
- 5 Office staff will inform the class teacher that there is medicine to be administered and where it is located (Fridge or medicine locker).
- 6 The teacher/TA administering the medicine must complete the record of administration on the original red form located with the medicine AND Medicine Log (Form 6) which is located in the front of the 'Administering of Medicines' file.
- 7 The original red form must go home to the parents with the medicine and be returned the next day if the medicine is to be administered again that day. If the form is not returned with the medicine then a new form must be completed.

Appendix 2

Date form completed.....

Date for review

Threemilestone School Medical Record Sheet

This information is collected by the data controller (Threemilestone School) from parents/carers regarding their children to enable the school to keep the child safe, understand their specific needs and to provide a safe and inclusive environment for the child. The information will be kept confidential, unless the sharing the information is in the best interests of the child's health and only then with professional organisations. The information will only be kept by the school for the duration of their time at the school.

Pupil Information

Name.....

Class.....

Date of Birth Male Female

Contact Information

Address.....
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.....

Family Contact 1

Name.....

Phone Number.....

Relationship with child.....

Family Contact 2

Name.....

Phone Number.....

Relationship with child.....

GP

Doctor and surgery name.....

Contact details.....

Specialist Doctor or Nurse name.....

Contact details.....

Medical Condition

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Details of pupil's medical condition

Signs and symptoms of condition.....

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Triggers or things that make the condition worse.....

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Healthcare requirements or medication in school hours

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If medication is to be administered please complete the Administering of Medicine Form attached

What to do in an emergency.....

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Parental Agreement

I agree that the medical information contained in this plan is correct and may be shared with individuals involved with my child’s care and education needs (this includes emergency services). I understand that I must notify the school of any changes in writing. I understand that the staff who are administering the Medicine are not medical professionals and will follow the plan as above.

I agree to the school having access to specialist nurse care plans and updates.

I agree that my child can be administered their medication by a member of staff in an emergency.

Parent/carer signature.....Date

Further School Action

Please attach further sheets as necessary.

- **Doctor/specialist/healthcare professional action plan/guidance**
- **Daily Care Requirements**
- **Specific support for the Pupil’s educational, social or emotional needs**
- **Arrangements for school visits/trips**
- **Staff training needs/undertaken**
- **Attach signed Administering of Medicines Form**
- **Form copied to**

Appendix 3

PROFORMA - Year X - 2023-2024



TA

TA

Pupil Premium

Class teacher

MEDICAL

Record of Need - see separate learning plans

EAL

<https://docs.google.com/presentation/d/1v60yKrNGwEQgwsUeWEz262l8G5WZfQbhNAlyX1-B2g4/edit#slide=id.p>