

## Appendix 1 - Procedure following Notification of a Pupil's Medical Needs

### Notification

- School receives notification of child's medical condition and needs from parent/carer, LA, healthcare professional or other school.
- Parents asked to complete '**Parent/Carer Information about a Child's Medical Condition**' form (Template A).
- School notifies School Nursing Service if the child has not yet been brought to their attention.

### Initial Meeting

- School Lead and parents/carers meet to discuss '**Parent/Carer Information about a Child's Medical Condition**' form (Template A).

### Formal Request

- Parent/carer completes '**Parent/Carer Request and Agreement for School to Administer Medicines / Medical Interventions**' form (Template B), if required
- Parent/carer completes '**Parent/Carer Request for the Child's Self-administration of Medication/Medical Intervention**' form (Template C), if required.

### Multi-agency Meeting

- School co-ordinates a multi-agency meeting to include parents/carers, relevant healthcare professionals and any other professionals or agencies involved to identify pupil support needs and staff training needs.

### Staffing

- School consults with staff to plan for the administration of any medication or medical intervention.
- Appropriate training is provided for staff and recorded on '**Record of Staff Training**' form (Template E).

### IHCP

- School develops an **Individual Healthcare Plan (IHCP)**, if appropriate, with parents/carers, pupil, healthcare and other relevant professionals.
- IHCP agreed by parents/carers and the school.