

# Appendix 1 - CFGS Procedure for Students with Medical Conditions

1. Parent/carer, previous school or healthcare professional informs school that the student has a medical condition, is due to return from a long-term absence, or that their medical needs have changed.

2. Staff member emails all details to the A&I Administrator

3. A&I Admin liaises with the Data Office to put details of the Medical Condition<sup>1</sup> on SIMS. HOY and SENDCO informed and arrange immediate support, if necessary.

3. A&I Admin liaises with the Data Office to put a Medical Note<sup>2</sup> on SIMS. HOY and SENDCO informed and arrange immediate support, if necessary.

3. A&I Admin emails HOY to inform them of a temporary concern<sup>3</sup>. HOY actions appropriate support and, if relevant, arranges for a Quick Note on SIMS and teachers to be informed

4. If prescribed medication is needed parents/carers supply relevant, in date prescribed medication and sign Parental Agreement forms for student to carry and/or school to administer. A&I Admin informs Student Supervisors that medication is to be brought in and Student Supervisors make phone call home every three days until medication is brought to school and forms signed. All medications are stored securely in the medical room by Student Supervisors and Parental Agreement forms scanned onto SIMS

5. IHCP held and / or needed

5. No IHCP held and / or needed

6. A&I Admin contacts parent/carer, previous school or healthcare professional to ensure that the school is supplied with up-to-date IHCP, where held, along with all relevant, in-date prescribed medication.

6. Medical needs held on medical spreadsheet and on SIMS

7. Appointment made with School Nurse to discuss medical conditions and the need for IHCP/update IHCP.

7. Monthly check on any incidents relating to health needs

8. Nurse develops IHCP in partnership with healthcare professionals, parent/carer and student and agree on who leads. IHCP given to SENDCO to sign as person responsible for school

8. Referral to nurse if any health needs change

9. A&I Admin emails HOY directly to inform them and IHCP implemented and circulated on SIMS, posters and medical spreadsheet.

9. Back to step 5

10. School staff training needs relevant to the IHCP identified

11. Training delivered to staff—review date agreed and record of training kept by Director of Finance and Resources

12. IHCP reviewed annually or when condition changes. Parent/carer or healthcare professional to initiate

13. Back to step 5

<sup>1</sup> A Medical Condition is a long term medical issue that may impact on the day to day school life for the student eg Epilepsy

<sup>2</sup> A Medical Note is information for staff related to a medical need that will have little or minimal impact in school

<sup>3</sup> A temporary concern is information for staff about injuries/ medical needs that have a limited and temporary impact on school life eg sprained wrist

