

Individual Healthcare Plan (IHP) Protocol

Parent or healthcare professional informs school (via HoY or SENDCO) that students has a newly diagnosed medical condition, or that their medical needs have changed. HoY has responsibility to inform SENDCO of information received.



SENDCO co-ordinates meeting to discuss student's medical needs and identifies member of school staff who will provide support to the student.



Meeting held to discuss and agree on need for IHP. Meeting to include key school staff, child, parent and relevant healthcare professionals and other medical/health clinician as appropriate (or to consider evidence provided by them)



Develop IHP in partnership. SENDCO to take lead on writing it. Input from healthcare professionals must inform this process.



School staff training needs identified.



Appropriate staff training commissioned and delivered as required. SENDCO to verify training.



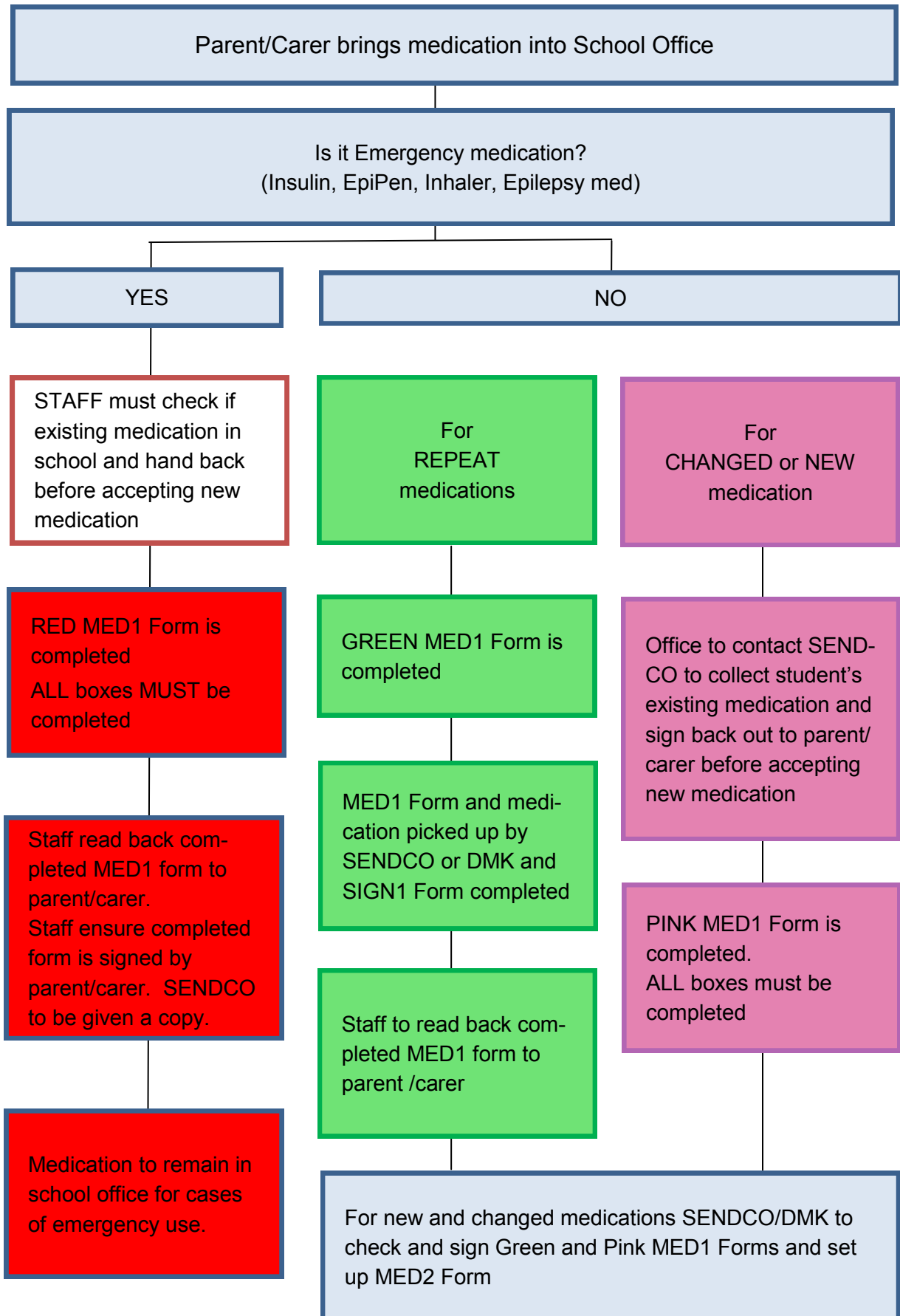
IHP implemented and record made available to key staff. (Records located above medical store).



IHP reviewed annually or if condition changes. Parent/carer or healthcare professional to initiate.



Receiving Medication Protocol



Administering Medicines Protocol

Only the Designated Medical Keyholder (DMK), Deputy Designated Medical Keyholders (DDMKs) and trained members of staff should access the medical cabinet



The key for the medical cabinet must be retained in a secure location and only available to DMK/DDMKs



Where the 'spare' key for the cabinet is used form KEY1 must be used to sign the key in and out EVERY time.



DMK/DDMKs only to administer the medication and complete MED2 immediately, including details of amount of medication used and remaining.

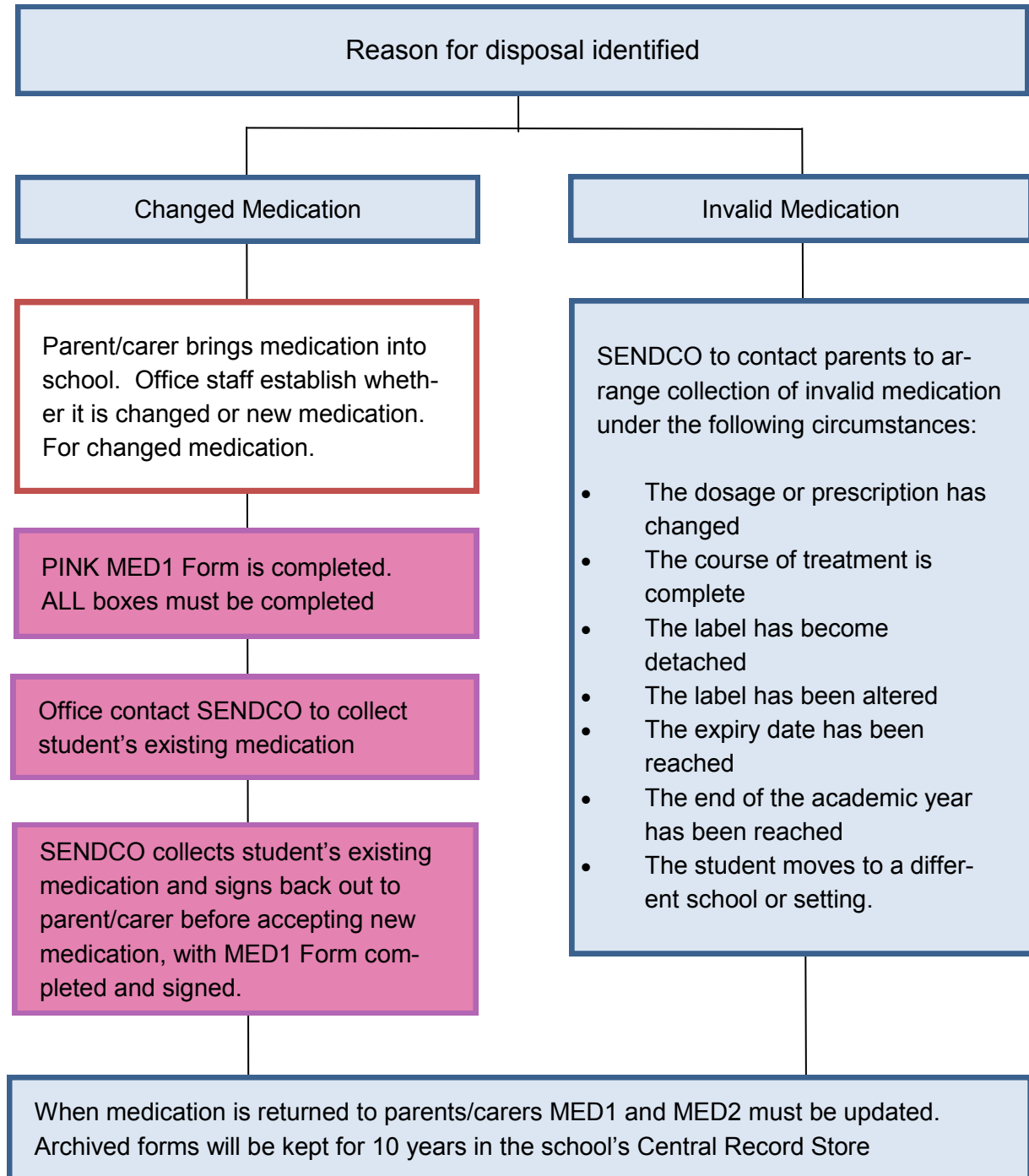


A second trained person must be present whilst medication is being administered, and must confirm the accuracy of dosage before countersigning MED2



Medical cabinet to be secured on exit from room

Disposing of Medication Protocol



Emergency Medicine Protocol

