

14<sup>th</sup> October 2015

Dear Parents/Carers

### Medical and Health Needs

I recognise that this is a long letter, so if you would like to discuss the content with TEAM (Debbie, Ami, Kerry and Gini) please contact them at school.

Following guidance issued from the Department for Education and Kent County Council, we have made the following changes to our processes and procedures regarding Medical and Health needs.

#### Health Care Plans

During February and March, we asked you to complete Health Care Plans for your child whilst they are at school. Most people returned these promptly, thank you, although we are still waiting for some to be returned. For those of you who sent them back, it is really important that we keep them up to date, or we may need more information. These plans are designed to support you and school to keep your child safe. Plans **need** to be signed by you in order for them to be valid and implemented. The following procedure has been set up and we would ask that you please follow this:

- **Complete and sign an up to date Health Care Plan and send it into school**
- **We will make a copy and send it home for your records**
- **At PCR, Shared Goals and parent consultation meetings, we will review the Health Care Plan with you i.e three times a year**
- **If your child's medical needs change, you will need to put this in writing and sign and date it. We cannot accept telephone conversations or via the contact book**
- **If your child needs a new medical intervention, we will require a letter from the medical practitioner who has prescribed it, before we can arrange to administer it**

Your child will need a completed and signed Health Care Plan by the beginning of term 2, or we may not be able to have them in school.

#### Hospitalisation

If your child has been in hospital, we will need a parents/carers and professionals meeting before they return to school. This is to ensure that we are all aware of their medical needs and how we can meet them at school. Please notify us when you feel your child is ready to return to school, so we can arrange the meeting.



### Medical Interventions

We are not able to administer any medical intervention/ healthcare procedure unless a member of staff has 'received appropriate training from someone qualified to provide it and is monitored by the trainer to ensure they remain competent' (Health Care Guidance for Kent Schools, October 2015). Whilst we are fortunate to have nurses on site, we do not currently have a physiotherapist, so we are unable to access training immediately. This means that there may be a delay in your child being prescribed a procedure and school staff being able to administer it. Consequently, your child may not be able to attend school until the training has been delivered.

### Medication

At the moment medication is administered by the nurses in school. They are in the process of training staff to give medication. Please ensure that all medication is sent in the original container with the prescription sticker attached. We will not be able to give your child medication without this.

### Medical equipment

Some of your children require medical equipment for their interventions. Please make sure that they arrive in school with all the equipment they need. If they do not, we will have to send them home, as we will be unable to care for them.

### School Nurses

Finally, it would seem that some parents/carers are not aware that the school nurses are **not** employed by Five Acre Wood. They are NHS nurses who we are lucky to have working in our school.

If you have problems completing the Health Care Plan or have mislaid it, please let your child's class teacher know, or contact TEAM. If you have any questions, please contact Michael Garcia, who is leading on this in his capacity as Assistant Head of Wellbeing.

Thank you for your understanding in this matter.

Kind regards



Peggy Murphy  
Principal