



Kings' School

Supporting Pupils with Medical Conditions Policy

Policy name	Supporting Pupils with Medical Conditions	Owner / BER
Hampshire model policy		
Approved by Headteacher/SLT:	ADS	
Approved by Committee	Education Committee	January 2026
To be reviewed / Next review date	Annually	January 2027

1. Introduction

- 1.1 Section 100 of The Children and Families Act 2014 places a duty on the Governing Body of Kings' School to make arrangements for supporting children with medical conditions. The Department of Education has produced statutory guidance 'Supporting Pupils with Medical Conditions' and we will have regard to this guidance when meeting this requirement.

This policy should be read alongside the Allergy and Anaphylaxis policy:
[Allergy-and-Anaphylaxis-Policy-2026-2027.pdf](#)

- 1.2 We will endeavour to ensure that pupils with medical conditions are properly supported so that they have full access to education, including school trips and physical education. The aim is to ensure that all pupils with medical conditions, in terms of both their physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.
- 1.3 It is our policy to ensure that all medical information will be treated confidentially by the Headteacher and staff. All administration of medicines is arranged and managed in accordance with the 'Supporting Pupils with Medical Conditions' policy. All staff have a duty of care to follow and co-operate with the requirements of this policy.

- 1.4 Where pupils have a disability, the requirements of the Equality Act 2010 will apply.
- 1.5 Where pupils have an identified special need, the SEND Code of Practice will also apply.
- 1.6 We recognise that medical conditions may impact social and emotional development as well as having educational implications

2. Key Roles & Responsibilities

Statutory Requirement: The governing body should ensure that the school's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support children at school with medical conditions.

3. Governing Body

- 3.1 The Governing Body is responsible for ensuring that arrangements are in place to support pupils with medical conditions in school, including ensuring that a policy for supporting such pupils is developed and implemented. The Governing Body will ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. In order to fulfil this responsibility, the Governing Body will ensure that sufficient numbers of staff have received suitable training and that they are competent before they take on responsibility to support pupils with medical conditions. They will also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

4. Headteacher

- 4.1 The Headteacher is responsible for ensuring that the school's policy for supporting pupils with medical conditions is developed and effectively implemented with partners. This will include ensuring that all staff are aware of the policy for supporting such pupils and that they understand their role in its implementation. The Headteacher will ensure that all staff who need to know are aware of the pupil's condition. He will also ensure that sufficient trained members of staff are available to implement the policy and to deliver against all individual healthcare plans, including in contingency and emergency situations.
- 4.2 The Headteacher will have overall responsibility for the development of individual healthcare plans. He will also ensure that Kings' School members of staff are appropriately insured to support pupils in this way and ensure that such staff are aware that they are insured.
- 4.3 The Headteacher will ensure that arrangements are in place to inform the Local Authority School Nurse Service of any pupil who has a medical condition that may require support at school.

5. School Staff

- 5.1 It is acknowledged that any member of the Kings' School staff may be asked to provide support to pupils with medical conditions although they cannot be required to do so. School staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support pupils with medical conditions. All members of staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

6. The School Matron

- 6.1 The School Matron will be responsible for delivering the 'hands on' support for pupils at school who have medical conditions. This will involve liaising with parents, the School Nurse Service, appropriate school staff and, where necessary, other healthcare professionals. The support will reflect the requirements of individual healthcare plans.
- 6.2 The School Matron will also be responsible for identifying the specific needs of a pupil returning to school with a medical condition that could require some form of management. The School Matron will undertake a risk assessment using the HCC 'Vulnerable Persons Risk Assessment' template (Appendix 1) and implement any of the additional control measures that this exercise suggests. This exercise will be completed in consultation with the appropriate Head of Year. The School Matron will be responsible for informing all relevant staff of the control measures to be followed.
- 6.3 The School Matron or a suitably Qualified First Aider, deputising for Matron will be the only members of staff on school site with authority to administer any form of medication. During school trips the Group Leader will delegate medical cover to a participating member of staff, who may or may not be a Qualified First Aider. However, the Group Leader must ensure that the nominated member of staff is fully briefed about the individual medical needs of the pupils.

7. Pupils

- 7.1 It is acknowledged that the pupils with medical conditions will often be best placed to provide information about how their condition affects them. It is our policy to make them fully involved in discussions about their medical support needs and they will be encouraged to contribute as much as possible to the development of, and comply with, their individual healthcare plan. All other pupils will be encouraged to be sensitive to the needs of those with medical conditions.

8. Parents

- 8.1 Parents will be encouraged to provide the school with sufficient and up-to-date information about their child's medical needs. It is acknowledged that parents are key partners and that they should be involved in both the development and in the review of their child's individual healthcare plan. It is expected that parents will carry out any action that they have agreed to as part of its implementation: for example, provide medicines and equipment and ensure that they, or another nominated adult, are contactable at all times. When providing medicines, parents will ensure that they are in date and that the date for expiry is clearly indicated. Parents will also ensure that out of date medication is replaced at the earliest opportunity. However, Matron will advise parents of their responsibility to replace medicines, well in advance of the expiry date. Parents will also be advised that any pupil requiring Oromucosal Midazolam, or similar medicines linked to epilepsy, will not be admitted to school until in date medication has been provided. The school will keep an emergency stock of non-prescribed adrenaline pens.

9. Identifying Children with Health Conditions

Statutory Requirement: The Governing body will ensure that the policy sets out the procedures to be followed whenever a school is notified that a pupil has a medical condition.

- 9.1 We will aim to identify children with medical needs on entry to the school by working in partnership with parents/ carers and following the process outlined in the document 'Process for identifying children with a health condition' produced by the Southern Health School Nursing Team in conjunction with the Children's Services Health and Safety Team.

10. On Admission – Kings' School Medical Admission, Medical & Consent Form

- 10.1 We will use the Kings' School Medical Admission, Medical & Consent Form (Appendix 2) to obtain the medical information required upon admission. This form will be sent to parents / carers as part of the admission process. Once returned, the form will be held in the Main office and relevant information transferred and stored on the school Management Information System (MIS).
- 10.2 This form will include sufficient medical detail to enable pupils to be granted permission, if appropriate, to undertake the whole range of school activities, including off site activities, games and sports. This form will remain valid whilst the pupil remains at Kings' School. It will be the responsibility of parents / carers to ensure the school is informed of any changes in the pupil's medical status.

11. New Medical Issues – Post Admission

- 11.1 When a new medical issue arises then it is the responsibility of parents / carers to make sure that the school is notified.
- 11.2 Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the child, based on the current evidence available about their condition. We will ensure that every effort is made to involve some formal medical evidence and consultation with the parents.

12. Individual Health Care Plans

Statutory Requirement: The Governing body will ensure that the school's policy covers the role of individual healthcare plans, and who is responsible for their development in supporting children at school with medical conditions.
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- 12.1 We recognise that Individual Healthcare Plans are recommended in particular where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long term and complex. This will apply for pupils with, for example, allergies, diabetes and asthma. However, not all children will require one. The school, healthcare professional and parent will agree based on evidence when a healthcare plan would be inappropriate or disproportionate.
- 12.2 Where children require an individual healthcare plan it will be the responsibility of the School Matron or, in the case of pupils within the Resource Provision, RP Co-ordinator, to work with parents and relevant healthcare professionals to write the plan.
- 12.3 A healthcare plan (and its review) may be initiated in consultation with the parent/carer, by a member of school staff or by a healthcare professional involved in providing care to the child. The School Matron/RP Co-ordinator or SENCOs will work in partnership with the parents/carer and a relevant healthcare professional e.g. specialist or children's community nurse, who can best advise on the particular needs of the child to draw up and/or review the

plan. Where a child has a special educational need identified in a statement or Educational Health Care Plan (EHCP), the individual healthcare plan will be linked to or become part of that statement or EHCP.

- 12.4 We may also refer to the flowchart, contained within the document 'Identifying pupils with a medical condition that may require support' (Appendix 3), for identifying and agreeing the support a child needs and then developing the individual healthcare plan.
- 12.5 We will use the individual healthcare plan template produced by the DfE to record the plan (Appendix 4).
- 12.6 If a child is returning following a period of hospital education or alternative provision (including home tuition), we will work with Hampshire County Council and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

Statutory Requirement: The governing body should ensure that all plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. Plans should be developed with the child's best interests in mind and ensure that the school assesses and manages the risks to the child's education, health and social well-being and minimise disruption.

- 12.7 The School Matron/RP Co-ordinator and SENCOs, will use a 'bring up diary' system to trigger the need for an annual review. Any significant change in a pupil's circumstances will also prompt the need for a review.

Statutory Requirement: When deciding what information should be recorded on individual healthcare plans, the governing body will expect the following to be considered:

- *the medical condition, its triggers, signs, symptoms and treatments*
- *the pupil's resulting needs, including medication and other treatments,*
- *time, facilities, equipment, testing access to food and drink where this is used to manage their condition, dietary requirements and environmental issues eg crowded corridors, travel time between lessons*
- *specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods, additional support in catching up with lessons, counselling sessions*
- *the level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring.*
- *a clear statement as to who will provide the support, that person's training needs, expectations of their role and confirmation of their proficiency to provide for the pupil's medical condition from a healthcare professional together with cover arrangements for when they are unavailable.*

- *who in the school needs to be aware of the pupil's condition and the support required.*
- *arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff or self – administered by the pupil during school hours.*
- *the separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure that the pupil can participate, eg risk assessments.*
- *where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition.*
- *details of what to do in an emergency, including who to contact and contingency arrangements.*

13. Staff Training

Statutory Requirement: The Governing Body will ensure that this policy clearly sets out how staff will be supported in carrying out their role to support children with medical conditions, and how this will be reviewed. It will specify how training needs will be assessed and by whom training will be commissioned and provided.

The school policy will make clear that any member of school staff providing support to a child with medical needs should have received suitable training. Staff must not administer prescription medicines or undertake any health care procedures without the appropriate training (updated to reflect any individual healthcare plans).

- 13.1 All new staff will be inducted on the policy when they join the school through the Health and Safety Induction Process. Records of this training will be stored in the Main Office.
- 13.2 All nominated staff will be provided with awareness training on the school's policy for Supporting Pupils with Medical Conditions, which will include what their role is in implementing the policy. This training will be carried out annually or following a review of the policy.
- 13.3 The awareness training will be provided to staff by the school's Health and Safety Co-ordinator.
- 13.4 We will retain evidence that staff have been provided the relevant awareness training on the policy by a record in the meeting minutes and attendance register.
- 13.5 Where required, we will work with the relevant healthcare professionals to identify and agree the type and level of training required and identify where the training can be obtained from. This will include ensuring that the training is sufficient to ensure staff are competent and confident in their ability to support pupils with medical conditions. The training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs and therefore allow them to fulfil the requirements set out in the individual healthcare plan.

- 13.6 Any training undertaken will form part of the overall training plan for the school and refresher awareness training will be scheduled at appropriate intervals agreed with the relevant healthcare professional delivering the training.
- 13.7 A 'Staff Training Record – Administration of Medicines' form (Appendix 5) will be completed to document the type of awareness training undertaken, the date of training and the competent professional providing the training. All staff who have undertaken training will add it to their Performance Management Record.

14. The Pupil's Role

Statutory Requirement: The Governing body will ensure that the school's policy covers arrangements for children who are competent to manage their own health needs and medicines.

- 14.1 Where possible and in discussion with parents, pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be recorded in their individual healthcare plan. The healthcare plan will reference what will happen should a pupil who self-administers refuse to take their medication (this will normally be informing the parent/carer at the earliest opportunity).
- 14.2 Where possible we will endeavour to ensure that pupils can carry their own medicines and relevant devices or have easy access to allow for quick self-medication. We will agree with relevant healthcare professionals/parent the appropriate level of supervision required and document this in their healthcare plan.

15. Managing Medicines on School Premises

Statutory Requirement: The Governing Body will ensure that the school's policy is clear about the procedures to be followed for managing medicines.

- 15.1 The administration of medicines is the overall responsibility of the parents/carers. Where clinically possible, we will encourage parents to ask for medicines to be prescribed in dose frequencies which enable them to be taken outside school hours. However, the Headteacher is responsible for ensuring children are supported with their medical needs whilst on site, therefore this may include managing medicines where it would be detrimental to a child's health or school attendance not to do so.
- 15.2 We will not give prescription or non-prescription medicines to a child under 16 without their parent's/carer's written consent, an Administration of Medicines & Treatment Consent Form (Appendix 6). The exception to this is in exceptional circumstances, where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, we will make every effort to encourage the child or young person to involve their parents while respecting their right to confidentiality.
- 15.3 This information will also be recorded using Medical Tracker.
- 15.4 The name of the child, dose, expiry and shelf life dates will be checked before medicines are administered.
- 15.5 On occasions where a child refuses to take their medication, the parents will be informed at the earliest available opportunity.

- 15.6 We will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, dosage and storage. Insulin is the exception, which must still be in date but will generally be available to schools inside an insulin pen or a pump, rather than its original container.
- 15.7 Children who are able to use their own inhalers themselves are encouraged to carry them with them. If the child is too young or immature to take personal responsibility for their inhaler, staff should make sure that it is stored in a safe but readily accessible place, and clearly marked with the child's name.
- 15.8 A record will be kept of the amount of the controlled drugs held in school and of any doses used.
- 15.9 We will only administer non-prescribed medicines, if the parent has given prior consent, if they are in clearly identifiable packaging and only on a short term basis (where the school has concerns we will seek further guidance from their link School Nurse).
- 15.10 It is our policy to give age appropriate doses of paracetamol to secondary age children as described on the packet, if written consent from the parents has been received in advance of administration. We will check that they have not previously taken any medication containing paracetamol within the preceding 4 hours.
- 15.11 We will never administer aspirin or medicine containing Ibuprofen to any child under 12 years old unless prescribed by a doctor or following verbal or written consent from a parent/guardian.
- 15.12 Any homeopathic remedies to be administered will require a letter of consent from the child's parent and will be administered at the discretion of Matron.

16. Storage

- 16.1 All medication other than emergency medication will be stored safely in a locked cabinet, where the hinges cannot be easily tampered with and cannot be easily removed from the premises.
- 16.2 Emergency medicines will be stored in a safe location but not locked away to ensure they are easily accessible in the case of an emergency.

Types of emergency medicines include:

- Injections of adrenaline for acute allergic reactions
- Nebulisers, Inhalers for asthmatics
- Injections of Glucagon for diabetic hypoglycaemia

- 16.3 Other emergency medication ie. Buccal Midazolam for major seizures will be stored in accordance with the normal prescribed medicines procedures.
- 16.4 Where medicines need to be refrigerated, they will be stored in a dedicated refrigerator in a clearly labelled airtight container. There must be restricted access to a refrigerator holding medicines.
- 16.5 Children will be made aware of where their medicines are at all times and be able to access them immediately where appropriate. Where relevant they should know who holds the key to the storage facility.

- 16.6 Medicines such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children and not locked away. We will also ensure that they are readily available when outside of the school premises or on school trips.
- 16.7 Storage of medication whilst off site will be maintained at steady temperature and secure. There will be staff present to administer day to day and emergency medication and copies of individual health care plans will be taken off site to ensure appropriate procedures are followed

17. Disposal

- 17.1 It is the responsibility of the parents/carers to dispose of their child's medicines. It is our policy to return any medicines that are no longer required including those where the date has expired to the parents/carers. Parents/carers will be informed of this when the initial agreements are made to administer medicines. Medication returned to parent/ carers will be documented on the tracking medication form.
- 17.2 Sharps boxes will be in place for the disposal of needles. Collection and disposal of these is arranged locally through Cannon Hygiene who will remove them from site on a needs basis.

18. Medical Accommodation

- 18.1 The Medical Room and Pupil Support area will be used for all medical administration/treatment purposes.

19. Record keeping

Statutory Requirement: The governing body will ensure that written records are kept of all medicines administered to children.

- 19.1 A record of what has been administered including how much, when and by whom, will be recorded using Medical Tracker. Any possible side effects of the medication will also be noted and reported to the parent/carers. Parents will be informed when their child has been unwell at school and a record will be kept confirming the communication on Medical Tracker.

20. Emergency Procedures

Statutory Requirement: The Governing body will ensure that the school's policy sets out what should happen in an emergency situation.

- 20.1 Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures. We will ensure other children in the school know what to do in the event of an emergency i.e. informing a teacher immediately if they are concerned about the health of another child.
- 20.2 Where a child is required to be taken to hospital, a member of staff will stay with the child until their parents arrive, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc. that the school holds).

21. Day trips/off site activities

Statutory Requirement: The Governing body will ensure that arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

- 21.1 We will ensure that teachers are aware of how a child's medical condition will impact on their participation in any off site activity or day trip, but we will ensure that there is enough flexibility for all children to participate according to their own abilities within reasonable adjustments.
- 21.2 We will consider what reasonable adjustments we might make to enable children with medical needs to participate fully and safely on visits. We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. We will consult with parents and pupils and take advice from the relevant healthcare professional to ensure that pupils can participate safely.

22. Other issues

- 22.1 Where appropriate, home to school transport providers will be made aware of a pupil's healthcare needs.
- 22.2 The school will maintain two defibrillators, one to be held in the main school Reception area, the other in the First Aid Room at the swimming pool. Key staff will be trained in their use.

23. Unacceptable practice

Statutory Requirement: The governing body will ensure that the school's policy is explicit about what practice is not acceptable.

- 23.1 Members of staff are expected to use their discretion and judge each child's individual healthcare plan on its merits, it is not generally acceptable practice to:
- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
 - assume that every child with the same condition requires the same treatment
 - ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged)
 - send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
 - if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
 - penalise children for their attendance record if their absences are related to their medical condition, eg. hospital appointments
 - prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively

- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues
- parents should not have to give up working because the school is failing to support their child's medical needs or prevent children from participating, or create unnecessary barriers to children participating, in any aspect of school life, including school trips; the school cannot insist that parents should accompany the child.

24. Liability and Indemnity

Statutory Requirement: The governing body will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.

- 24.1 Staff at the school are indemnified under the County Council self- insurance arrangements.
- 24.2 The County Council is self- insured and has extended this self- insurance to indemnify school staff who have agreed to administer medication or undertake a medical procedure to children. To meet the requirements of the indemnification, we will ensure that staff at the school have parents' permission for administering medicines and members of staff will have had training on the administration of the medication or medical procedure.

25. Complaints

Statutory Requirement: The governing body will ensure that the school's policy sets out how complaints may be made and will be handled concerning the support provided to pupils with medical conditions.

- 25.1 Should parents or children be dissatisfied with the support provided they can discuss their concerns directly with the Headteacher. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

General Guidance

Original risk assessments must be kept for a period of 7 years. On completion a hard copy should be printed off and placed in your local/site health and safety folder.

Risk	Vulnerable Persons Risk Assessment
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What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
Workplace conditions – lighting, heat, access, space						
Age related hazards – young people unawareness						
Ill Health -						
Communicable diseases –						
Physical activities -						

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
Disabilities -						
Other						
Responsible Manager			Signature			Date

Date Reviewed	Signature	Role

Action Plan for Risk Assessment

Action Plan to be completed based on the findings of the risk assessment. The following actions are to be undertaken to reduce the risk level as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place.

No	Hazard not fully controlled	Performance Status	Action required	Person Responsible	Target Date	Date of Completion
		Imminent				
		High				
		Medium				
		Low				
		Very low				
1.						
2.						
3.						
4.						
5.						
6.						

7.						
8.						

Responsible Manager	Signature	Date
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**KINGS' SCHOOL ADMISSION,
MEDICAL & CONSENT FORM
1 CHILD'S DETAILS**

For office use only

Evidence Seen(Initials)

Legal Surname Legal Forenames

Preferred Surname Preferred Forename.....

Date of Birth Gender: Male Female

Address

..... Postcode

Last School Pupil Attended

2 PARENT/CARER

Living at the same address

Please tick circle if this person has parental responsibility **

Title Mr Mrs Ms Miss Other

Priority 1 2 3

Surname:.....

Forename:.....

Home tel no:.....
child:.....

Relationship to

Work Tel No

Mobile tel No *

Main Email Address.....

3 PARENT/CARER

Please tick circle if this person has parental responsibility **

Title Mr Mrs Ms Miss Other

Priority 1 2 3

Surname:.....

Forename:.....

Home tel no:.....
child:.....

Relationship to

Work Tel No

Mobile tel No *

Email Address.....

Address if different

.....

..... Postcode

4 EMERGENCY CONTACT

(for use in an emergency, if we are unable to contact the parental contacts)

Title Mr Mrs Ms Miss Other

Priority 1 2 3

Surname:.....
Forename:.....
Home tel no:..... Relationship to
child:.....
Work Tel No Mobile tel No *
.....

** If a person has parental responsibility this would mean that they have the right to view all pupil's records, reports, online payments etc.

5 SIBLINGS AT KINGS' SCHOOL WHO LIVE AT THE HOME ADDRESS

Name:.....Tutor
Group:.....
Name:.....Tutor
Group:.....
Name:.....Tutor
Group:.....
Name:.....Tutor
Group:.....

6 CUSTODY AND COURT ORDERS

The school needs to know of any court orders affecting your child.

Please indicate whether any order is in force for your child. Yes No

If yes, please specify (i.e. residence, contact/access/prohibited steps, specific issues, etc)

.....
.....

Please indicate which court made the order and the date(evidence will be required)

7 ADDITIONAL INFORMATION REQUIRED (Required by the DFE)

Has your child ever been in care? Yes No Is your child adopted? Yes No

Is your child adopted after having previously been in care? Yes No

Is either parent a serving member (or has been in the last three years) of HM forces? Yes No

Is your child currently living in private fostering? Yes No

8 MEAL

Please tick ONE (the most frequent form of meal taken at school)

School Meal Packed Lunch ☐ Is your child currently in receipt of Free School Meals

(We will contact your primary school to confirm)

9 ANY DIETARY REQUIREMENTS

.....
.....
.....

10 LANGUAGE

First language (language first taught
and passed from one generation to the next):

.....

Home Language (Language most used at
home):.....

Religion.....
.....

11 ETHNICITY

Please tick one

Any other Asian background	☐	Bangladeshi	☐	Indian	☐	Pakistani	☐	Chinese	☐
Black Caribbean	☐	Black African			☐	Any other black background			☐
Mixed: White/Black African	☐	Mixed: Any other mixed background			☐	Mixed: White/Asian			☐
Mixed: White/Caribbean	☐	Any other Ethnic background			☐	Any other white background			☐
White British	☐	White Irish	☐	Traveller: Irish Heritage		Gypsy/Roma			☐
						I would rather not say			☐

12 NATIONALITY

Nationality..... Passport No..... Country of
issue.....

Date of issue..... Date of
renewal.....

Country of birth.....

13 MODE OF TRAVEL

Please tick ONE (the most frequent form of travelling to and from school)

14 MEDICAL - CHILD'S INFORMATION AND PARENTAL CONSENT

Does your child have any of the following?

Heart Condition	YES	NO	Regular Medication	YES	NO
Asthma or Bronchitis	YES	NO	Use of an Inhaler	YES	NO
Fits, Fainting or Blackouts	YES	NO	Use of an Epipen	YES	NO
Severe Headaches	YES	NO	Allergies to any medicine	YES	NO
Diabetes	YES	NO	Any other allergies	YES	NO
Other illness or disability	YES	NO	Travel Sickness		
YES	NO				

Is your child receiving treatment of any kind from your family doctor or hospital? YES
NO

Has your child been given specific medical advice to follow in emergencies? YES NO

Is your child's medical condition / illness / allergy serious or life threatening? YES NO

If you answered YES to any of the above, please give relevant details here (including dosage of any medicines / tablets)

.....
....
.....
.....

If you have answered YES to your child having Asthma, do you consent to your child being given an emergency reliever inhaler if they do not have theirs with them? YES
NO

Has your child been vaccinated against Tetanus in the last ten years? YES NO

In the event of illness or accident, I consent to any necessary medical treatment, which might include the use of x-rays/anaesthetics. YES NO

I agree to my child being given mild painkillers (e.g. paracetamol). YES NO

I agree to my child being given Ibuprofen (anti-inflammatory) . YES NO
Ibuprofen may not be suitable for Asthmatics, please check with your GP first.

I agree to an antihistamine cream/tablet being administered YES NO

I consent to hypo-allergenic sun screen being provided to prevent sun burn. YES NO

Name and Address of Doctor

.....

..... Tel. No.

.....

I will ensure that any medicines that I ask the school to administer do not interact with any other medicines that my child takes, by checking with their GP/pharmacist first, and that any medications that are brought into school are in date, and are provided in their original packaging as dispensed by a pharmacist (eg Antibiotics etc).

In the event of any illness, new medical conditions or any change in personal circumstances or details, I undertake to inform the school as soon as possible.

Signed:.....
Parent/Guardian

He/She is in good health*. I consent to him/her taking part in all aspects of offsite activities/trips that I authorise him/her to participate in. This may include supervised swimming. Please tick ONE of the boxes below to confirm the water capability of your child as appropriate: (The Kings' School insurance synopsis is available to view via the school website).

My child is water confident (I confirm my child can swim unaided 25 metres)

My child is is unable to swim

*Any concerns regarding your child's health should be raised prior to any activity.

In the event of any illness/medical treatment/medical condition occurring AFTER the return of this form and to any activity, I undertake to inform the school. This form will be kept on file until your child leaves Kings' School.

Signed: (Person with parental responsibility)

15 BIOMETRIC CASHLESS CATERING SYSTEM

I confirm that I wish my child to be registered on the school's **Biometric Cashless Catering System** with immediate effect. I understand that I may withdraw my child's registration at any time in writing.

YES NO

Signed: (Person with parental responsibility)

16 HOME SCHOOL AGREEMENT

At Kings', everyone works together — our school family is built on co-operation and teamwork. We firmly believe that pupils are most likely to prosper when there is a strong partnership between home and school and when the school, the pupils and the parents are clear about the commitment they are making to that partnership.

Kings' School will make every effort to ensure that:

- pupils are kept safe from all forms of harm;
- the curriculum is appropriate and engaging and that teaching is of the highest quality; pupils' rights are respected and that their responsibilities are made clear to them; they are treated fairly, irrespective of their ability, age, background, faith, gender or sexuality; pupils know and are confident that they can ask for help and that they will be taken seriously; pupils are set ambitious but achievable progress targets; that their progress is regularly monitored; that they receive extra help if they fall behind; information about pupils' progress is regularly and promptly communicated to pupils and parents and that parents have the information they need to help their children;
- parents feel welcome when they visit the school;
- questions and comments by parents are dealt with promptly.

Pupils, in their turn, promise to:

- attend school and arrive on time;
- be kind to other pupils and all the adults with whom they come into contact;
- respect others' rights and sensitivities;
- be courteous to everyone they meet;
- try their hardest, in every lesson;
- try to involve themselves in the life of the school, especially extra-curricular activities;
- come to each lesson with the correct equipment, including PE kit;
- complete all their homework, on time and to a high standard;
- wear their uniform correctly, including to and from school;
- follow the instructions of members of staff and the rules of the school.

Parents will make every effort to:

- ensure that their child attends school, on time, properly equipped and wearing full school uniform;
- make the school aware of any concerns or problems that might affect their child's work or progress;
- support the school's policy on behaviour and discipline;
- support the specific rules on uniform and jewellery;
- support their child in completing homework;
- take a close interest in their child's life at school, attending Parents' Evenings;
- inform the school on the first day of any absence and tell us about any changes in their circumstances and contact details; avoid taking children on holiday in term-time.

Signed:  (Headteacher)

Signed:.....(Pupil)

Signed:.....(Parent)s)/Guardians(s)

17 IT RULES & CODE OF CONDUCT

- I will only use my own login and password, and I will keep my password secret.
- I will only use the computer for school-related study.
- I am responsible for my files and understand that the school will check my files and monitor the sites I visit.
- I will only email people I know or my teacher has approved of.
- My emails will be polite and sensible.
- I will not give out any personal information in my emails, like my mobile number or address, or arrange to meet anyone I do not know.
- I will only enter sites on the internet that I have a teacher's permission to enter.
- I will not enter chat rooms or play internet games.
- I will not rearrange the hardware or install any software and download .exe files or games or try to load unauthorised software onto any school computer.
- I will not use social networking sites to post untrue information or comments about any other person.
- I will not send, access, display offensive messages or pictures or forward chain emails.
- I will not cyber bully or send bad, threatening or annoying language nor any language which might incite hatred against any ethnic, religious or other minority.
- I will not bring food or drink into the computer rooms.
- I will not connect a personal device to the Kings' wireless internet connection unless I am authorised to do so. Additionally I will not create a personal hotspot whilst on the school site.

The code of conduct applies at all times and on all sites, in and out of school times, whilst using school equipment. Email and internet access will be provided for you to conduct research and enhance your learning opportunities, but only on the understanding that you agree to follow this

code. This code is not intended to be exhaustive. You should use the school network and the internet in appropriate and responsible manner at all times. **You should:**

- Be aware that information on an internet web site may be inaccurate or biased. Try to verify the information using other sources, if possible, before using it.
- Be careful what you say to others and how you say it whether using email or other online methods. Never give out your name, telephone number, address or any other personal information about yourself or others to strangers you write to or talk with on the network or the internet. Never arrange to meet strangers who approach you whilst you are on the computer; anyone can pretend to be someone else. Someone pretending to be your friend may not have your best interests at heart.
- Treat others as you would expect to be treated.
- Respect copyright and trademarks. You cannot use words and pictures that you see on an internet site without giving credit to the person who owns the site. You must not copy text or pictures from the internet and hand it in to teachers as your own work.
- Respect the rooms and the equipment and report any problems to a member of staff.

Always tell an adult if you ever see, hear or read anything, which makes you feel uncomfortable while using the internet or email. You will not be blamed and your prompt action may protect others. This applies at home, in school or elsewhere. You can also use the CEOP button at the bottom of the Kings' School homepage to report any concerns directly to the police.

If I break any of these rules I know I may be stopped from using the school computers, or possibly, be excluded from school.

Please note failure to follow this code may result in loss of access and further disciplinary action, up to and including, exclusion if appropriate. External agencies may be involved since certain activities may constitute a criminal offence. (1998 Data Protection Act and the Computer Misuse Act of 1990)

18 PARENT AND PUPIL CONTRACT

I have read and understand the school email and internet use policy and give permission for my son/daughter to access the internet. I understand that the school will take all responsible precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the internet. I agree that the school is not liable for any damages arising from the use of the internet facilities.

Parents' Name:.....

Parents' Signature:.....

Pupil Sign & Date:.....

Using images of children

Multimedia consent form for use by Hampshire County Council schools

To Name of the child's parent or guardian:

Name of child & Tutor Group:

School:

Kings' School

Occasionally, we may take photographs of the children at our school. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on our website, social media or on project display boards at our school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with data protection legislation, we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please answer questions 1 to 5 below, then sign and date the form where shown.

The information you provide (address, contact numbers) will be securely stored and processed within the EEA and not be used for any other purpose than confirming your permission to use the material.

Please return the completed form to the school as soon as possible.

*Please circle
your answer*

1. May we use your child's photograph in printed publications that we produce for promotional purposes or on project display boards?	Yes No
2. May we use your child's image on our website?	Yes No
3. May we record your child's image on video or webcam?	Yes No
4. Are you happy for your child to appear in the media?	Yes No

May 2017

 Conditions of use

1. This form is valid for five years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school.
3. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
4. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason. (See point 3 above.)
5. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
9. Your consent can be withdrawn at any time in writing.

Please note that the press have some exemptions from data protection legislation and may want to include the names and personal details of children and adults in the media.

I have read and understood the conditions of use and give my consent for my child's image/s to be used as described above.

Your signature Date

Your name (in block capitals)

PRIVACY NOTICE

Parents/Carers of Kings' School Pupils

Privacy Notice – General Data Protection Regulation 2018

Kings' School is the data controller for the purposes of the General Data Protection Regulation. We collect information from you and may receive information about you from your previous school, Hampshire County Council and the Learning Records Service. We hold this personal data and use/share it to:

- Support pupils' teaching and learning;
- Monitor and report on pupil progress;
- Provide appropriate pastoral care;
- Contribute to improving pupil health and reducing inequalities
- Undertake statistical forecasting and planning; and
- Assess how well Kings' School is performing.

This information includes parental contact details, national curriculum assessment results, attendance information modes of travel and personal characteristics such as ethnic group, any special educational needs and relevant medical information. The school is protected by CCTV in all public spaces but not in toilet cubicles or changing areas. If we have received your permission, then we may store and share photographs or video for use in our news stories, on our website or prospectus. If we have received permission, then we use pupil biometric data to support our cashless catering system. *If you are enrolling for post 14 qualifications, then the school will be provided with your unique learner number (ULN) by the Learning Records Service and the school may also obtain from them details of any learning or qualifications you have undertaken.*

We collect and use this information in order to meet the school's legitimate interest in providing an education, safeguarding pupil welfare and in ensuring that the school complies with its legal obligations. Whilst most of the information provided is mandatory, we rely on consent to use some data including photographs, video and biometric data.

We will not give information about pupils, parents or guardians to anyone outside the school without their consent unless the law allows us to.

We are required by law to pass some information about pupils to the Local Authority and the Department for Education (DfE). *Once pupils are aged 13 or over, we are required by law to pass on certain information to the providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England.* We must provide the name and address of pupils and their parents (including date of birth) and any further information relevant to the support services' role.

However, until pupils are aged 16 or older, then parents / guardians can ask that no information beyond pupil name, address and date of birth (and name and address) be passed on to the youth services provider. This right transfers to the pupil on their 16th birthday. *Please inform the school office if you or your parents wish to opt-out of this arrangement.*

For more information about young peoples' services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>.

For more information about the Youth Support Services in Hampshire please go to <http://www3.hants.gov.uk/yourfuture/yourfuture-aboutus.htm>.

Under data protection legislation, parents and pupils have the right to request access to information about them that the school holds. To make a request for your personal information or be given access to your child's educational record please contact the school office.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

For Hampshire County Council:

The County Council has their own privacy notice, which can be accessed via the following link: http://www3.hants.gov.uk/hcc_csd_privacy_notice_-_generic_sept_2014_-2.doc

To see how your information is used by the LA:

<http://www3.hants.gov.uk/education/schools/schoolsdataprotection.htm#section242880-3>

and

For the DfE:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Data Protection Team
Children's Services
Elizabeth II Court (North)
The Castle
WINCHESTER
SO23 8UQ
Website: <http://www3.hants.gov.uk/learning>
email: childrens.services.dp@hants.gov.uk
Telephone: 01962 845320
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: <https://www.gov.uk/government/organisations/department-for-education>

email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

Kings' School is registered as the Data Controller with the Information Commissioners Office. Our registration number is Z5764306.

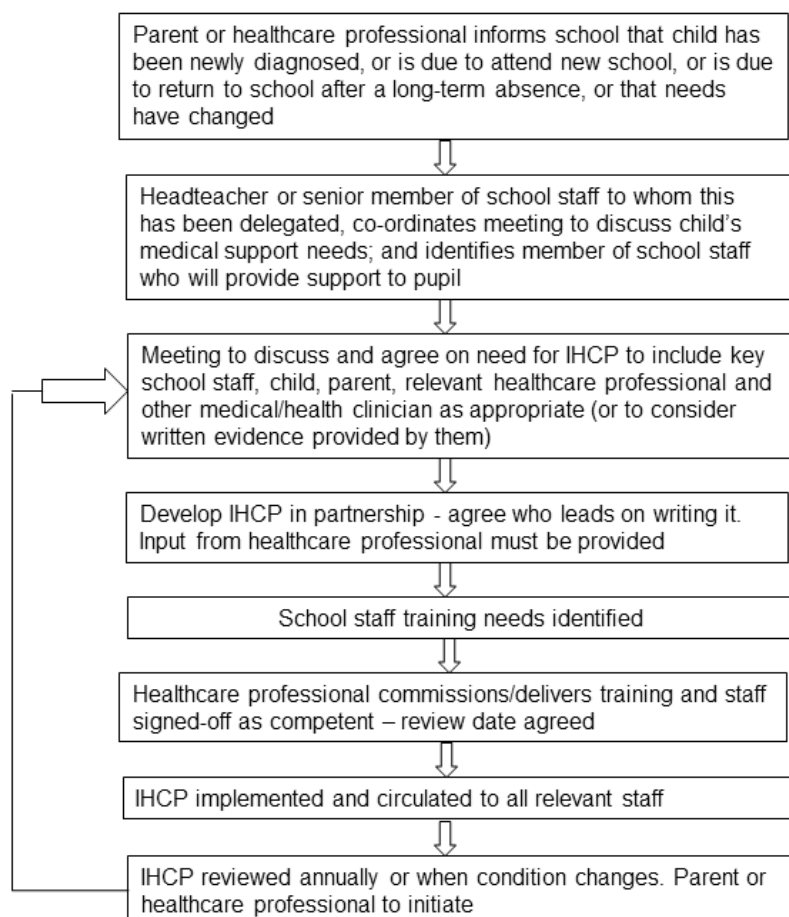
For more information please see the Pupil Privacy Notice. If you have any questions, please contact the school's Data Protection Officer (School Business Manager) via the school office.

Appendix 3

Identifying pupils with a medical condition that may require support in school

Not all children with a health condition will require a health care plan in school however the form will help schools to ascertain which children require support. In addition to this schools may be informed at any other point by a parent or health professional if a child is newly diagnosed with a health condition.

Please see sample flowchart below from the Supporting pupils with medical conditions guidance



	INDIVIDUAL HEALTHCARE PLAN – Appendix 4	Photograph
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Name of School/Setting	Kings' School
Name of Child	
Group/Class/Form of Child	
Date of Birth of Child	
Address of Child	

Medical Diagnosis/Condition	
Date	
Review Date	

Name of Family Contact	
Relationship of Family Contact	
Contact's Home Telephone No.	
Contact's Work Telephone No.	
Contact's Mobile Phone No.	

Clinic/Hospital Contact Name	
Telephone No.	

Name of GP	
GP's Telephone No.	

Describe child's medical needs and provide details of child's symptoms

--

Describe what constitutes an emergency for the child and action to be taken if this occurs

--

Follow-up care

--

Who is responsible in an emergency (state if different for off-site activities)

- MATRON – MRS PETERS AND MRS MARTIN
 - CLASS TEACHER
- TEACHER ON DUTY IF IT'S LUNCHTIME
OFF SITE
 - TRIP LEADER/FIRST AIDER

I give consent for my child to receive emergency medication from trained staff if required

Antihistamine Yes/No

Schools Emergency Salbutamol inhaler (if own not available) Yes /No

Schools Emergency Adrenaline injector pen (if own not available) Yes/No

Form copied to:

Head of Year
RP Co-ordinator
Parents
Medical Room
Child's Personal File / SIMS

Signed _____ (Parent)

Date _____

Signed _____ (Matron)

Date _____

Appendix 5

Staff Training Record – Administration of Medicines

Name of school/setting	Kings' School, Winchester
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Administration of Medicines & Treatment Consent Form – Appendix 6
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Name of School	KINGS' SCHOOL WINCHESTER
Name of Child	
Address of Child	

Parents' Home Telephone No.	
Parents' Mobile Telephone No.	

Name of GP	
GP's Telephone No.	

My child will be responsible for the self-administration of medicines as directed below	
I agree to members of staff administering medicines/providing treatment to my child as directed below or in the case of emergency, as staff may consider necessary	
I recognise that school staff are not medically trained	

Signature of parent or carer	
Date of signature	

Name of Medicine	Required Dose	Frequency	Course Finish	Medicine Expiry

Special Instructions	
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Allergies	
Other Prescribed Medicines	