

SEPTEMBER MEDICAL READINESS CHECKLIST

1. Individual Healthcare Plans

- ☐ New pupils with medical conditions have IHCPs in place
- ☐ Existing IHCPs have been reviewed and updated where needed
- ☐ Families have confirmed IHCP details remain accurate
- ☐ Healthcare professionals have been consulted on clinical changes where necessary
- ☐ Staff named in each plan are in post and trained
- ☐ IHCPs are stored securely and accessible to the right staff members

2. Medication

- ☐ Medication stored on site has been checked and is in date
- ☐ Prescribed instructions and dosage information are current
- ☐ Emergency medication (including adrenaline auto-injectors and inhalers) is in place and accessible
- ☐ Consent and supporting documentation are up to date
- ☐ Staff authorised to administer medication are confirmed and trained
- ☐ Families have been reminded to provide a new supply where needed
- ☐ At least one spare adrenaline auto-injector is held on site (required under Benedict's Law)

3. Staff

- ☐ Relevant staff have been briefed on pupils with significant medical needs
- ☐ First aiders know which pupils have emergency medication on-site
- ☐ Staff first aid and allergy awareness training is up-to-date

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3. Staff

- ☐ New staff members have received first aid and allergy awareness training
- ☐ Relevant staff know where IHCPs are stored and how to access them
- ☐ Cover arrangements are in place for trips, sports days and extracurricular activities
- ☐ Staff responsibilities around pupil confidentiality have been reviewed

4. Emergency arrangements

- ☐ Emergency contact details for all pupils have been checked and updated
- ☐ Staff know where emergency medication is stored across the school site
- ☐ Emergency procedures have been reviewed and shared with relevant staff
- ☐ Off-site activity arrangements, including school trips and sports fixtures, have been confirmed
- ☐ Staff know who is responsible for contacting parents or carers in an emergency
- ☐ Procedures for pupils moving between classrooms, buildings or activities are clear

5. Parents and carers

- ☐ Families have been contacted and asked to flag any changes to medical needs or emergency contacts
- ☐ Outstanding responses have been followed up
- ☐ New or updated information from families has been added to pupil records
- ☐ Families of pupils with IHCPs have confirmed that plan details remain accurate



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Notes

[illegible]

Completed by: _____

Role: _____ **Date:** _____

This checklist is a guide and does not replace your school's medical conditions policy or relevant statutory guidance. Always refer to individual pupil healthcare plans and seek appropriate medical advice where needed.

