

To: Headteachers of Primary and High Schools

Ealing Council  
Perceval House  
14-16 Uxbridge Road  
London W5 2HL  
Tel 020 8825 5000

Dear Colleague

### **Managing Medical Conditions in Schools Policy – Sample Audit of Schools and Survey**

At the beginning of the current academic year, the Authority produced a model policy for schools on managing medical conditions in schools. The link to the document is [here](#). At the time, the LA advised schools to adopt the policy and provided a tool, appendix 1 in the policy document, to assess their current arrangements.

I am writing to you now to advise that the LA intends to assess progress on implementing the policy across schools it maintains.

- 1) An audit of a random sample of 7 primary, 1 special, and 2 high, schools will take place during the second part of the summer term. The audits should last no more than 3 hours and will be undertaken by Stephen Dunham and Raj Chowdhury, Schools Health and Safety Advisers. The audit will focus on the school's policy and implementation. Stephen or Raj will be in contact with the sample schools shortly after half term.
- 2) Could I also ask all schools to ensure that they complete the short survey monkey survey that is available by clicking this link, [SURVEY](#). Some of you completed this last term and if your school's situation has not changed significantly you do not need to complete the survey again.

The results of the survey and the audits will be used to assess how well the policy is being implemented across the borough, as well as informing future updates of the policy and the training and support we are able to arrange.

We would like to share individual school responses to the audit and survey with the school nursing service. The purpose of doing so would be to inform discussions at their annual partnership meeting with schools in the Autumn term. Should you not want to share these with the service please email [tmcnulty@ealing.gov.uk](mailto:tmcnulty@ealing.gov.uk)

As we are approaching the end of term and schools will be preparing for new pupils joining in September, now is an appropriate time to check that you are on track with adopting this policy. At this time of the year, this may include sending out medical questionnaires to identify medical needs and following up as detailed in the policy, ensuring all those with medical conditions have an individual healthcare plan in place. Furthermore, please ensure that staff who will be leading on implementing this policy access the school nurse training offer, which includes a training session on implementing the medical conditions policy and a session on managing medical emergencies.

The link to the training offer is [here](#). We will be publishing a school partnership agreement, clarifying the school nursing offer, on EGFL after half term.

A handwritten signature in black ink that reads "Gary Redhead". The signature is written in a cursive style with a horizontal line underlining the name.

Yours sincerely

Gary Redhead  
Assistant Director  
Schools Planning, Resources and SEND