

ST FRANCIS' CATHOLIC PRIMARY SCHOOL
Whyteleafe Road
Caterham
Surrey
CR3 5ED

Policy Documents for

Medical Conditions



Policy agreed: Autumn 2021

For review: Autumn 2023

St Francis' is an inclusive community that aims to support and welcome pupils with medical conditions

ETHOS

St Francis' understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enroll in the future.

We aim to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:

- + be healthy
- + stay safe
- + enjoy and achieve
- + make a positive contribution
- + achieve economic well-being.

PROVISION

Our pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this.

We aim to include all pupils with medical conditions in all school activities.

Parents' of pupils with medical conditions feel secure in the care their children receive at our school.

St Francis' staff all understand their duty of care to children and young people in the event of an emergency.

We understand that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.

* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

RATIONAL

St Francis' has consulted on the development of this medical condition policy with a wide-range of Key Stakeholders within both the school and health settings. These key stakeholders include:

- + Pupils with medical conditions
- + Parents
- + Head Teacher
- + Teachers
- + Inclusion Manager

St Francis' Catholic Primary School Medical Conditions Policy
Reviewed February 2021 next review 2023

- + Members of staff trained in First Aid
- + All other school staff
- + Local healthcare professionals

This school recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

COMMUNICATION PLAN

Parents are regularly reminded about the need to keep their child's medical records up to date:

- at the start of the school year when communication is sent out about Healthcare Plans;
- when their child is enrolled as a new pupil;

School staff are informed and regularly reminded about the medical conditions of children in their care and how to support them:

- during staff meetings;
- at scheduled medical conditions training;
- all supply and temporary staff are informed of the children with medical conditions and their responsibilities.

Governors are informed and reminded about the school's medical conditions policy in their meetings

TRAINING

- All staff at St Francis' are aware of the most common serious medical conditions at this school.
- Staff at St Francis' understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required, under common law duty of care, to act like any reasonably prudent parent. This may include administering medication.
- All staff who work with groups of pupils at St Francis' receive training and know what to do in an emergency for the pupils in their care with medical conditions.
- Training for epipens, asthma and the most common serious medical conditions in our setting is refreshed for all staff at least once a year.
- St Francis' uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- St Francis' has procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not

possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

MEDICAL EMERGENCIES

All staff know what action to take in the event of a medical emergency. This includes:

- how to contact emergency services
- who to contact within the school.

Training is refreshed for all staff at least once a year.

If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. We try to ensure that the staff member will be one the pupil knows.

ADMINISTRATION OF MEDICINE

Administration – emergency medication

All pupils at St Francis' with medical conditions know where their medicine is stored and have **easy access to their emergency medication**.

All pupils are encouraged to administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition.

Pupils who require medication understand the arrangements for a named member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

Administration – general

All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a member of staff at St Francis'.

St Francis' understands the importance of medication being taken as prescribed.

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.

Many members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.

Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.

All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include, taking action, such as administering medication.

Parents at St Francis' understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

If a pupil at St Francis' refuses their medication, staff record this and parents are informed as soon as possible.

All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service.

STORAGE OF MEDICATION

Safe storage – emergency medication

Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities.

Pupils know exactly where to access their emergency medication.

Safe storage – non-emergency medication

All non-emergency medication is kept in the office or the kitchen fridge. Pupils with medical conditions know where their medication is stored and how to access it.

Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

The Admin Team ensure the correct storage of medication at school.

The Admin Team checks the expiry dates for all medication stored at school regularly.

The Admin Team, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labeled with the pupil's name, the name and dose of the medication and the frequency of dose and the expiry date.

Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils.

All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.

It is the parent's responsibility to ensure new and in date medication comes into school on St Francis' Catholic Primary School Medical Conditions Policy
Reviewed February 2021 next review 2023

the first day of the new academic year.

Safe disposal

Parents at St Francis' are asked to collect out-of-date medication.

If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or Paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or the pupil's parent.

Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

RECORD KEEPING

Enrolment forms

Parents at St Francis' are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

Healthcare Plans

St Francis' uses a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the **Healthcare Plan** if required.

See Appendix 1

A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition. This is sent:

- at the start of the school year
- at enrolment
- when a diagnosis is first communicated to the school.

If a pupil has a short-term medical condition that requires medication during school hours, parents are required to fill out a **Medication Permission Request** form (available from the office) or full details via an email or in writing, including dose, time, child's name, class and duration.

See Appendix 2

The parents of a pupil with a medical condition are asked to fill out the pupil's **Healthcare Plan**. Parents then return these completed forms to the school.

St Francis' ensures that the Inclusion Manager is also present, if required, to help draw up a Healthcare Plan for pupils with complex healthcare or educational needs.

School Healthcare Plan register

Healthcare Plans are used to create a centralised register of pupils with medical needs. The Admin Team have responsibility for the register at St Francis'.

The Admin Team follow up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

Ongoing communication and review of Healthcare Plans

Parents at St Francis' are regularly reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.

Every pupil with a Healthcare Plan at St Francis' has their plan discussed and reviewed at least once a year.

Storage and access to Healthcare Plans

Healthcare Plans are kept in a secure central location at school.

All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.

When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the information on the Healthcare Plans of pupils in their care.

St Francis' ensures that all staff protect pupil confidentiality.

St Francis' seeks permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Healthcare Plan.

Use of Healthcare Plans

Healthcare Plans are used by St Francis' to:

- inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. St Francis' uses this information to help reduce the impact of common triggers
- ensure our local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency
- remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Consent to administer medicines

If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the pupil or staff

St Francis' Catholic Primary School Medical Conditions Policy

Reviewed February 2021 next review 2023

permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for pupils taking short courses of medication.

All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.

If a pupil requires regular/daily help in administering their medication then we outline our agreement to administer this medication on the pupil's Healthcare Plan. St Francis' and parents keep a copy of this agreement.

Residential visits

Parents are sent a Residential Trip Medical Questionnaire to be completed and returned to school shortly before their child leaves. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.

See Appendix 3

All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan.

All parents of pupils with a medical condition attending a school trip or overnight visit are asked to complete the **Healthcare Plan**, giving staff permission to administer medication at night or in the morning if required.

The **Healthcare Plan** also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

See Appendix 1

Other record keeping

St Francis' keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising member of staff, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

St Francis' holds training on common medical conditions once a year. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training.

All school staff who volunteer to administer medication are provided with training by a healthcare professional. The school keeps a register of staff who have had the relevant training.

INCLUSION

Physical environment

St Francis' Catholic Primary School Medical Conditions Policy
Reviewed February 2021 next review 2023

St Francis' is committed to providing a physical environment that is accessible to pupils with medical conditions.

Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.

This school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

Social interactions

St Francis' ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

St Francis' ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.

All staff at St Francis' are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

St Francis' understands the importance of all pupils taking part in sports, games and activities.

St Francis' ensures all teachers make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

St Francis' ensures all teachers understand that pupils should not be forced to take part in an activity if they feel unwell.

Teachers are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.

St Francis' ensures all teachers are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.

St Francis' ensures all pupils have the appropriate medication with them during physical activity and that pupils take them when needed.

St Francis' ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

St Francis' makes every effort to ensure that pupils with medical conditions can participate fully in all aspects of the curriculum and that appropriate adjustments and extra support

are provided.

If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at St Francis' understand that this may be due to their medical condition.

Teachers at St Francis' are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SEN Coordinator consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

St Francis' ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

Pupils at St Francis' learn about what to do in the event of a medical emergency.

Residential visits

Risk assessments are carried out by St Francis' prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include: how all pupils will be able to access the activities proposed how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

St Francis' understands that there may be additional medication, equipment or other factors to consider when planning residential visits. This school considers additional medication and facilities that are normally available at school.

REDUCING THE RISKS OF COMMON TRIGGERS

St Francis' is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

School staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.

St Francis' has a list of common triggers for the common medical conditions at this school.

St Francis' uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.

Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, taking into account the needs of pupils with medical conditions.

St Francis' reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented after each review.

ROLES AND RESPONSIBILITIES

This school works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical conditions policy at St Francis'. These roles are understood and communicated regularly.

Surrey County Council has a responsibility to:

- ensure the health and safety of its employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- report to parents, pupils and school staff about the successes and areas for improvement of this school's medical conditions policy
- provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

Head teacher has a responsibility to:

- ensure St Francis' is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- ensure the policy is put into action, with good communication of the policy to all
- ensure every aspect of the policy is maintained
- ensure that information held by St Francis' is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- ensure pupil confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the medical conditions policy
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders
- update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- report back to all key stakeholders about implementation of the medical conditions policy.

All school staff have a responsibility to:

St Francis' Catholic Primary School Medical Conditions Policy
Reviewed February 2021 next review 2023

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- understand the school's medical conditions policy
- know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- allow all pupils to have immediate access to their emergency medication
- maintain effective communication with parents including informing them if their child has been unwell at school
- ensure pupils have their medication available when they go on a school visit or out of the classroom
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure pupils have the appropriate medication with them during any exercise and are allowed to take it when needed.

Teachers at St Francis' have a responsibility to:

- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- liaise with parents, the pupil's and the Inclusion Manager if a child is falling behind with their work because of their condition
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

The school nurse at this school has a responsibility to:

- help provide regular training for school staff in managing the most common medical conditions at school
- provide information about where the school can access other specialist training.

First aiders at St Francis' have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- when necessary ensure that an ambulance or other professional medical help is called.

The Inclusion Manager at St Francis' has the responsibility to:

- help update the school's medical condition policy
- know which pupils have a medical condition and which have special educational needs because of their condition
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements.

The pupils at St Francis' have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell

- treat all medication with respect
- know how to gain access to their medication in an emergency
- ensure a member of staff is called in an emergency situation.

The parents of a child at St Francis' have a responsibility to:

- tell the school if their child has a medical condition
- ensure the school has a complete and up-to-date Healthcare Plan for their child
- inform the school about the medication their child requires during school hours
- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell the school about any changes to their child's medication, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- provide the school with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

Reviewing and updating the Medical Policy

St Francis' Policy for Supporting Children with Medical Conditions is reviewed, evaluated and updated every three years in line with the school's policy review timeline.

New Department for Children, Families and Schools and Department of Health guidance is actively sought and fed into the review.

In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings. These key stakeholders include:

- Pupils
- Parents
- Headteacher
- Teachers
- Inclusion Manager
- LSA's
- School Governors.

The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.

Appendices

Letter to parents (children identified on enrolment and those diagnosed at other times as having a long term medical condition)

Healthcare Plan Templates (for children with long term medical condition)

Pupil Medication Request

Residential Visits Medical Information Form

St. Francis' Catholic Primary School

Whyteleafe Road
Caterham
Surrey
CR3 5ED

Tel: 01883 342005
Fax: 01883 340724

Website: www.stfrancis.surrey.sch.uk
Email: office@stfrancis.surrey.sch.uk



Headteacher: Mrs Maria Wheeler

Dear Parent

Re: The Healthcare Plan

Thank you for informing us of your child's medical condition. As part of accepted good practice and with advice from the Department for Children, Schools and Families, relevant voluntary organisations and the school's Governing Bodies, our school has established a Medical Conditions Policy for use by all staff.

As part of our School Policy, we are asking all parents of children with a medical condition to help us by completing a school Healthcare Plan for their child/children. Please complete the plan and return it to The School Office. If you would prefer to meet someone from the school to complete the Healthcare Plan or if you have any questions, then please contact the school Office on the number at the top of the letter.

Your child's completed plan will store helpful details about your child's medical condition, current medication, triggers, individual symptoms and emergency contact numbers. The plan will help school staff to better understand your child's individual condition.

Please make sure the plan is regularly checked and updated and the school is kept informed about changes to your child's medical condition or medication. This includes any changes to how much medication they need to take, when they need to take it and expiry dates.

I look forward to receiving your child's Healthcare Plan.

Thank you for your help.

Yours sincerely

Mrs Wheeler
Head teacher



St Francis' Anaphylactic Healthcare Plan

Childs name			
Date of Birth	/	Class	
Address			
Parent/carer's name			
Contact 1	Name Relationship Number		
Contact 2	Name Relationship Number		
Contact 3	Name Relationship Number		
Doctors Practice			
Telephone - Doctors			
The child named above may suffer from an anaphylaxis reaction if they are exposed to.....			
Other medical conditions to be aware of			
His/her usual allergic symptoms are.....			
Procedures			
In the event of an acute allergic reaction, staff will follow this procedure:		1. Contact Ambulance Service – dial 112 or 999 2. Inform the Headteacher immediately of action taken 3. Inform the contact numbers in order of priority	
One adult should stay with the child / young person to assess the severity of symptoms and in case of: <ul style="list-style-type: none"> • Itchiness • Tingling of lips and face • Tummy cramps • Vomiting • Blotchiness of skin 		Give _____ (write name of Oral Antihistamine) _____ml at once <u>Record date and time given</u>	

In cases of: <ul style="list-style-type: none"> • Wheeziness • Swelling of face and throat • Difficulty in breathing/swallowing • Feeling faint 	Place child / young person on floor in recovery position (Safe Airway Position) Give preloaded adrenaline injection to outer thigh (this can be administered through light clothing). <u>Record date and time given</u>		
If no breathing/pulse	Initiate basic life support (CPR).		
If there is no improvement to above action within 10 minutes and there are symptoms of weakness/floppiness pallor then:	Repeat preloaded adrenaline injection once more if a second preloaded adrenaline injection is available <u>Record date and time given</u>		
Hand over child / young person's care to Ambulance Team/parents on their arrival Handover preloaded adrenaline injection to ambulance staff or if this hasn't been done, safely dispose of it. Record all medication given with date and time of administration			
Awareness The Headteacher will arrange for the staff in the setting to be briefed about his/her condition and about other arrangements contained in this document. The setting staff will take all reasonable steps to ensure that _____ (Name) does not eat any food items unless they have been prepared/approved by his/her parents. _____ (Name) parents will remind their child regularly of the need to refuse any food items, which might be offered to them by other children / young people.			
Medication/Staff training St Francis' will hold, under secure conditions, appropriate medication, clearly marked for use by designated staff or qualified personnel and showing an expiry date. It is the parents' responsibility to ensure the setting has appropriate up-to-date medication.			
Medicine		Parent/carers' signature	
Expiry date of medicines monitored by parents			
Medicine	Expiry	Date checked	Parent/carers' signature
STAFF INDEMNITY			
The County Council provides a staff indemnity for any setting staff (of those settings			

buying into Surrey County Council Insurance) who agree to administer medication to a child / young person given the full agreement of the parents and the setting.

AGREEMENT AND CONCLUSION

A copy of these notes will be held by St Francis' and the parents.

Any necessary revisions will be the subject of further discussions between the setting and parents.

Parent/carer's signature

I agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing
I agree that my child **cannot** keep their medication with them and the school will make the necessary medication storage arrangements to make it easily accessible to adults

Sign:

Print Name:

Date:

GP signature

Surgery stamp

Date

St Francis' Epilepsy Healthcare Plan

Childs name			
Date of Birth	/	Class	
Address			
Parent/carer's name			
Contact 1	Name Relationship Number		
Contact 2	Name Relationship Number		
Contact 3	Name Relationship Number		
Clinic/Hospital Contact	Name Title Number		
Doctors Practice			
Telephone - Doctors			
Other medical conditions to be aware of			
Seizure Description			
What happens to you in a seizure?			
How long do your seizures normally last?			
How long do you take to recover once your seizure has finished?			
Is there anything that makes your seizures more likely			
IMMEDIATE ACTIONS	Follow epilepsy first aid as per training Time the seizure Protect from injury Do not move unless in immediate danger Do not restrain		
EMERGENCY			
		1. Give _____ if: seizure	

	<p>type 1 lasts longer than 5 minutes</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>
Call 999 for emergency help:	<p>The first time midazolam is given If the seizure continues for over 2 minutes after the Midazolam has been given If midazolam cannot be given for any reason</p> <p>4. As per school policy</p>
<p>One adult should stay with the child / young person to assess the severity of symptoms and in case of:</p> <ul style="list-style-type: none"> • Itchiness • Tingling of lips and face • Tummy cramps • Vomiting • Blotchiness of skin 	<p>Give _____</p> <p>(write name of medication)</p> <p>_____ml at once</p> <p><u>Record date and time given</u></p>
<p>In cases of:</p> <ul style="list-style-type: none"> • Wheeziness • Swelling of face and throat • Difficulty in breathing/swallowing • Feeling faint 	<p>Place child / young person on floor in recovery position (Safe Airway Position)</p> <p>Give preloaded adrenaline injection to outer thigh (this can be administered through light clothing).</p> <p><u>Record date and time given</u></p>
If no breathing/pulse	Initiate basic life support (CPR).
If there is no improvement to above action within 10 minutes and there are symptoms of weakness/floppiness pallor then:	<p>Repeat preloaded adrenaline injection once more if a second preloaded adrenaline injection is available</p> <p><u>Record date and time given</u></p>
<p>Hand over child / young person's care to Ambulance Team/parents on their arrival</p> <p>Handover preloaded adrenaline injection to ambulance staff or if this hasn't been done, safely dispose of it.</p> <p>Record all medication given with date and time of administration</p>	
<p>Awareness</p> <p>The Headteacher will arrange for the staff in the setting to be briefed about his/her condition and about other arrangements contained in this document.</p> <p>The setting staff will take all reasonable steps to ensure that _____ (Name) does not eat any food items unless they have been prepared/approved by his/her parents.</p>	

_____ (Name) parents will remind their child regularly of the need to refuse any food items, which might be offered to them by other children / young people.

Medication/Staff training

St Francis' will hold, under secure conditions, appropriate medication, clearly marked for use by designated staff or qualified personnel and showing an expiry date.

It is the parents' responsibility to ensure St Francis' Catholic Primary School has appropriate up-to-date medication.

Medicine		Parent/carer's signature	
Expiry date of medicines monitored by parents			
Medicine	Expiry	Date checked	Parent/carer's signature

STAFF INDEMNITY

The County Council provides a staff indemnity for any setting staff (of those settings buying into Surrey County Council Insurance) who agree to administer medication to a child / young person given the full agreement of the parents and the setting.

Parent/carer's signature

I agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing

I agree that my child **cannot** keep their medication with them and the school will make the necessary medication storage arrangement to make it easily accessible to adults

Sign:

Print Name:

Date:

GP signature	Surgey stamp	Date
--------------	--------------	------

--	--	--



St Francis' Asthma Healthcare Plan

Childs name			
Date of Birth	/	/	Class
Address			
Parent/carer's name			
Contact 1	Name Relationship Number		
Contact 2	Name Relationship Number		
Contact 3	Name Relationship Number		
Doctors Practice			
Telephone - Doctors			
Reliever treatment when needed for shortness of breath, sudden tightness in the chest, wheeze or cough, help or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.			
Medicine		Parent/carer's signature	
Expiry date of medicines monitored by parents			
Medicine	Expiry	Date checked	Parent/carer's signature
What signs indicate your child is having an asthma attack?			

Does your child tell you when they need medicine?	Yes	No
Does your child need help taking their asthma medicines?	Yes	No
What are your child's triggers (things that make their asthma worse?) Pollen Exercise Stress Weather Cold/flu Air pollution Other:		
Does your child need to take any other asthma medicines while in the school's care?	Yes	No
If yes please describe below		
Medicine	How much and when taken	
Parent/carer's signature I agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing I agree that my child cannot keep their medication with them and the school will make the necessary medication storage arrangements		Sign: Print Name: Date:
GP signature	Surgery stamp	Date

--	--	--



St Francis' General Healthcare Plan

Childs name			
Date of Birth	/	Class	
Address			
Parent/carer's name			
Contact 1	Name Relationship Number		
Contact 2	Name Relationship Number		
Contact 3	Name Relationship Number		
Doctors Practice			
Telephone - Doctors			
<u>Details of pupil's medical conditions signs/symptoms</u>			
<u>Routine healthcare requirements before and during school</u>			
<u>Reasonable adjustments required to allow child to access education</u>			
<u>Staff trained to administer medications for this child if specialist</u>			
<u>Specialist arrangements required for off-site activities</u>			
<u>Any other information required by the school</u>			

<u>What to do in an emergency</u>		
<p>Parent/carer's signature I agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing I agree that my child cannot keep their medication with them and the school will make the necessary medication storage arrangements</p>		
<p>Sign: Print Name: Date:</p>		
GP signature	Surgery stamp	Date

ST FRANCIS' PUPIL MEDICATION REQUEST



Child's name _____ Class _____
Condition/Illness _____

Please tick the appropriate box

☐ My child will be responsible for the self-administration of medicines as directed below.

☐ With supervision

☐ Without supervision

☐ I agree to members of staff administering medicines/providing treatment to my child as directed below.

Name of Medicine	Dose	Frequency/Time	Completion date of course if known	Expiry date of medicine
Special instructions				

Signed and agreed:

Parent / Guardian

Signature: _____ Date: ____/____/____

Print Name: _____

ST FRANCIS' PUPIL MEDICATION REQUEST



Child's name _____ Class _____
Condition/Illness _____

Please tick the appropriate box

☐ My child will be responsible for the self-administration of medicines as directed below.

☐ With supervision

☐ Without supervision

☐ I agree to members of staff administering medicines/providing treatment to my child as directed below.

Name of Medicine	Dose	Frequency/Time	Completion date of course if known	Expiry date of medicine
Special instructions				

Signed and agreed:

Parent / Guardian

Signature: _____ Date: ____/____/____

Print Name: _____

RESIDENTIAL VISITS MEDICAL QUESTIONNAIRE

Name	Contact	Mum Sam Bristow	Administered by Staff = S Administered by child = C												Administered by Staff Permission ✓ x									
Fred Blogs	Phone day	01883345945	M		T		W		TH		F		As Required	✓	✓	✓	✓	✓	✓	✓				
	Phone evening	As above												Calpol	Piriton	Plasters	Bug Repel	Bug Treat	Sun Cream	Day given				
	Mobile	07809232998	A M	P M	A M	P M	A M	P M	A M	P M	A M	P M												
Condition	Medication														✓									M
																								T
																								W
																								TH
																								F



Name	Contact	Mum Cynthia Smythe	Administered by Staff = S Administered by child = C												Administered by Staff Permission ✓ x									
Hubert Smythe	Phone day	0208 123 3456	M		T		W		TH		F		As Required	✓	✓	x	✓	✓	✓					
	Phone evening	01883 123456												Calpol	Piriton	Plasters	Bug Repel	Bug Treat	Sun Cream	Day given				
	Mobile	0712345678	A M	P M	A M	P M	A M	P M	A M	P M	A M	P M												
Condition	Medication														S									M
Allergic to Elastoplast	If Hubert gets a cut and needs a plaster. Please use a hypo allergenic dressing or a dressing secured with a bandage																							T
Hay Fever	Bells Healthcare Hay fever and allergy Loratadine 10mg tablets = Once a day in the morning		C		C		C		C		C									W				
																								TH
																								F

Further advice and resources

The Anaphylaxis Campaign

PO Box 275
Farnborough
Hampshire GU14 6SX
Phone 01252 546100
Fax 01252 377140
info@anaphylaxis.org.uk
www.anaphylaxis.org.uk

Asthma UK

Summit House
70 Wilson Street
London EC2A 2DB
Phone 020 7786 4900
Fax 020 7256 6075
info@asthma.org.uk
www.asthma.org.uk

Diabetes UK

Macleod House
10 Parkway
London NW1 7AA
Phone 020 7424 1000
Fax 020 7424 1001
info@diabetes.org.uk
www.diabetes.org.uk

Epilepsy Action

New Anstey House
Gate Way Drive
Yeadon
Leeds LS19 7XY
Phone 0113 210 8800
Fax 0113 391 0300
epilepsy@epilepsy.org.uk
www.epilepsy.org.uk

Long-Term

Conditions Alliance

202 Hatton Square
16 Baldwins Gardens
London EC1N 7RJ
Phone 020 7813 3637
Fax 020 7813 3640
info@ltca.org.uk
www.ltca.org.uk

Department for Children, Schools and Families

Sanctuary Buildings
Great Smith Street
London SW1P 3BT
Phone 0870 000 2288
Textphone/Minicom 01928 794274
Fax 01928 794248
info@dcfs.gsi.gov.uk
www.dcsf.gov.uk

Council for Disabled Children

National Children's Bureau
8 Wakley Street
London EC1V 7QE
Phone 020 7843 1900
Fax 020 7843 6313
cdc@ncb.org.uk
www.ncb.org.uk/cdc

National Children's Bureau

National Children's Bureau
8 Wakley Street
London EC1V 7QE
Phone 020 7843 6000
Fax 020 7278 9512
www.ncb.org.uk