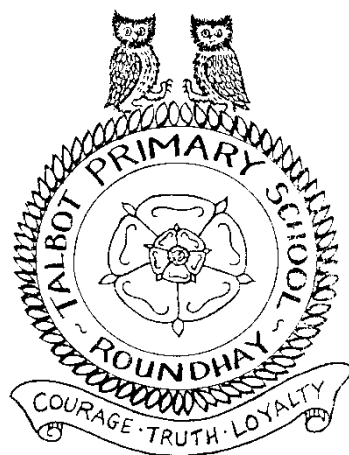


Talbot Primary School



Supporting Pupils with Medical Conditions

Reviewed/Revised: April 2016

Next review: April 2017

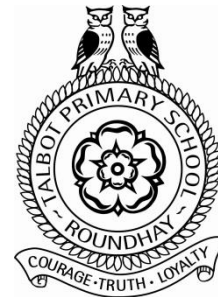
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Talbot Primary School

Supporting Pupils with Medical Conditions Policy

Person responsible: Parm Gill (Headteacher)



Introduction

Talbot Primary School is committed to reducing the barriers to sharing in school life and learning for all its pupils. This policy sets out the steps we will take to ensure full access to learning for all its children who have medical conditions and are able to attend school. Previously 'Managing Medicines in School', this policy has been developed using the Department for Education's statutory guidance "Supporting pupils at school with medical conditions – December 2015". The guidance has been issued under Section 100 of the Children and Families Act 2014 which places a duty on governing bodies of maintained schools to make arrangements for supporting pupils at their school with medical conditions and which came into force on 1st September 2014.

The school Governing Body has developed this policy to provide a suitably supportive environment for children with medical conditions, so that they can access and enjoy the same opportunities at school as any other child. Many of the medical conditions that require support at school will affect quality of life. The focus is on the needs of each individual child and how their medical condition impacts on their school life. Close co-operation between Talbot Primary School, parents/carers, health professionals and other agencies is actively promoted to meet these needs.

As administering medicines is a voluntary role, the school will always endeavour to meet these needs but may, on occasion, be unable to do so.

Forms referred to within are at the end of this policy document.

Roles and Responsibilities

Governing Body

The Governing Body is responsible for:

- Ensuring that arrangements are in place to support pupils at school with medical conditions.
- Ensuring training will be provided to staff supporting children with medical conditions.
- Ensuring consultation between school, health and social care professionals, pupils and parents takes place to effectively support the needs of children with medical conditions.

The school accepts responsibility for members of staff who volunteer to administer, or supervise children self-administering, prescribed medicines during the school day

Headteacher

The Headteacher, as named above, is responsible for:

- Implementing this policy and procedures and ensuring staff and parents/carers are aware of them.
- Ensuring that, where required, a written Individual Healthcare Plan (IHCP) is drawn up for each child, in conjunction with the parents/carers and appropriate healthcare professionals and is reviewed annually.
- Ensuring that staff receive appropriate training, information and instruction
- Ensuring that sufficient numbers of trained staff are available to implement the policy and deliver against Individual Healthcare Plans.
- Ensuring that supply and peripatetic staff are made aware of relevant information to support children with medical conditions

The Headteacher will gain permission from a parent/carer before sharing their child's medical information with staff. Parents/carers' cultural and religious views will be respected at all times.

School Staff

Staff cannot be required to administer medicines unless it is written into their job description. Those who agree to undertake this role and/or provide support to pupils with medical conditions will be provided with sufficient training, information and instruction. They will also be made aware of possible side effects of the medicines, and what to do if they

occur. The type of training necessary will depend on the individual case. School staff are responsible for:

- Following the procedures outlined in this policy, and using the appropriate forms
- Retaining confidentiality within policy guidelines
- Contacting parents and/or emergency services when necessary and without delay
- Storing medicines and first aid equipment within policy guidelines
- If they have a child with a medical condition in their class or group, understanding the nature of the child's needs in order to adequately support them. This information will be provided to them.

Parents/Carers

- Must provide the school with sufficient and up-to-date written information about their child's medical condition
- Are responsible for making sure their child is well enough to attend school. Parents/carers should keep children at home when they are acutely unwell.
- Provide medicines and equipment within policy guidelines e.g. in original labelled containers, in date and sufficient for the child's needs. Inhalers and spacers should be provided together in a plastic container labelled with the child's name.
- Must provide up-to-date contact information to ensure that they or another responsible adult are contactable at all times for if their child becomes unwell at school
- Only request medicines to be administered at school when it would be detrimental to their child's health or school attendance not to do so
- Provide written agreement before any medicines can be administered to their child (via Form 3a).
- If an Individual Healthcare Plan is required for their child, work with school and healthcare professionals to develop and agree it

School Transport Escorts

In normal circumstances, it should not be necessary for escorts to be trained to administer any form of medication. Should the school transport service be transporting children with medical needs to and from school and escorts supervise them, suitable and sufficient information will be provided.

This information will be provided via the school transport office, in consultation with the Headteacher and the child's parent/carer.

The Health Service and Healthcare Professionals inc. GPs and Paediatricians

The local health authority has a statutory duty to purchase services to meet local needs. These services are provided by the local National Health Service (NHS) Trust. The main contacts for school are the School Health Service, school nurse or doctor, who may be able to help the school develop individual Health Care Plans for pupils with medical conditions. They may also be able to supplement information provided by the child's parent or GP or advise where specialist local health teams can be contacted for particular conditions e.g. asthma, diabetes, epilepsy. The School Health Service, school nurse or doctor are also the main contacts for advice on training for staff willing to administer medication or take responsibility for other aspects of support.

Most parents will register their child with a General Practitioner (GP). The GP has a duty of confidentiality to their patients and should only exchange information with the school with the consent of the child's parent or carer or the child, if the child is mature enough. In some cases parents may agree for a GP to liaise directly with the school, in others it will be via the School Health Service (advice can be sought from the School Medical Officer).

In some instances a parent/carer or child may not wish the GP to provide the school with any information in respect of medical conditions. In these cases the GP will observe such confidentiality and must comply with the parent's or child's wishes.

The Local Authority

The Local Authority has a duty to promote co-operation between relevant partners such as governing bodies of maintained schools, clinical commissioning groups and NHS England, with a view to improving the wellbeing of children with regard to their physical and mental health, and their education, training and recreation. Where pupils would not receive a suitable education in a mainstream school because of their health needs, the Local Authority has a duty to make other arrangements. The Local Authority has a duty to make other arrangements for a child's education when it is clear that a child will be away from school for 15 days or more because of health needs (see our Education of Pupils With Medical Needs Policy)

Procedure

When notification of a child with a medical condition is received the school will:

- Gather all the required information by providing parents with the appropriate form and having follow-up conversations where necessary. (**Form 3a - Request for School to Administer/Supervise Medicine**)
- Where possible, make appropriate arrangements for staff to administer medication
- Where required, instigate an Individual Healthcare Plan (see next paragraph)

Individual Healthcare Plans

An *Individual Healthcare Plan* (**Form 2**) must be completed for each child who:

- Requires medication for longer than 8 days
- Has a medical condition that requires support to access the same opportunities as any other child in school
- Has long-term medical needs, excluding asthma in routine/non-acute cases

The plan will be written in consultation with the parent/carer, the school and relevant healthcare professionals. See flow chart at Appendix A. Contributions to an Individual Healthcare Plan may be sought from relevant people – e.g. class teacher, learning mentor, school staff who have agreed to administer medication, staff who are trained in emergency procedures, School Health Service and the child (if appropriate).

Each Individual Healthcare Plan is confidential. Members of staff who have contact with the child will be provided only with information from the plan that is relevant to their role. Relevant staff training will be arranged if needs are identified in a Individual Healthcare Plan.

If a child with long-term or complex medical needs requires hospital or clinical treatment the Individual Healthcare Plan should be taken with them.

Each Individual Healthcare Plan will be reviewed annually unless, due to the nature of the child's needs, a more frequent review is required.

Managing Medicines

- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child will be given prescription or non-prescription medicines without their parent's written consent.
- No child will be given medicine containing aspirin or ibuprofen unless prescribed by a doctor.
- Where clinically possible, parents will be encouraged to request that medication be prescribed in dose frequencies which enable them to be taken outside school hours e.g. three dosages per day, one first thing in the morning, one on return home from school and one at bedtime.
- All medicines will be stored safely.
- Children should know where their medicines are at all times and be able to access them immediately.

Prescription Medicines

Medicines will only be accepted if they are in-date, labelled clearly with the child's name, provided in an original container (as dispensed by the pharmacist) and include instructions for administration, dosage and storage. The exception to this is insulin which must be still be in date, clearly labelled and included in an Individual Healthcare Plan but can be accepted inside an insulin pen or pump. Where the administration of the medicine can be facilitated, a parent/carer must complete a *Request for School to Administer/Supervise Medicine* (**Form 3a**)

The school will not accept medicines that have been taken out of the container as originally dispensed nor make changes to prescribed dosages, regardless of parental instruction.

If the period of administering medicine is 8 days or more, there must be an Individual Healthcare Plan, excluding inhalers except in cases of acute asthma.

Non-Prescription Medicines

Non-prescribed medicines will not be administered or supervised on a regular basis and can only be by arrangement with the Headteacher. These include cough sweets, cough medicines, pain killers and skin creams (this list is not exhaustive). If a

parent/carer considers non-prescription medication is a requirement for their child they should contact the Headteacher directly, for their request to be considered.

If the Headteacher agrees and staff have volunteered to administer or supervise the taking of non-prescription medication, a strict recording system is in place – *Request for School to Administer/Supervise Medicine (Form 3a)* and *Record of Medicine Administered to an Individual Child (Form 3b)*.

If a child suffers regularly from frequent or acute pain the parents/carers will be encouraged to refer the matter to their child's GP.

Clinical Decisions

In the absence of clear guidance from a medical professional the school staff will not make any clinical decisions with regard to the needs of a pupil unless in extreme circumstances.

If necessary the school will arrange a multi-agency meeting with appropriate healthcare professionals where clear instructions can be obtained and a pupil risk assessment can be determined.

Administering Medicines

When administering medicines, members of staff should check

- the pupil's name
- that there are written instructions provided by the prescriber (or parent in the case of agreed non-prescription medicine)
- the prescribed dose
- the expiry date of the medicine

If there is any doubt about these details, or they have not been provided, then medication should not be given until the full details are known.

Where invasive or intimate treatments are required then the school will seek advice from relevant healthcare professionals.

Under no circumstances will a person employed by the school administer medication if they have not received requisite training or authorisation from the Headteacher. If a pupil is at severe risk because their medication cannot be given, emergency procedures must be followed.

Self Management

If a healthcare professional has identified a medical condition where a child needs to carry his/her own medication then the school will discuss the request with the professional and a parent/carer will be asked to complete a *Request for Child to Carry His/Her Medicine (Form 4)*. This would be an exceptional circumstance and not part of the school's routine systems.

Refusal to Take Medicine

No person can be forced to take medicine should they refuse.

If a pupil refuses to take medicine and information provided by the parent/carer and/or GP suggests that the pupil is at great risk if they do not take their medication a parent/carer will be contacted immediately. If, in these circumstances, a parent/carer cannot be contacted medical advice and/or the emergency services will be called.

Storage of Medicines

The school will only store medicines that have been agreed to be held within the terms of this policy.

Medicines will be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Should a medicine require refrigeration it will be stored in the office refrigerator.

Emergency medicines such as asthma inhalers and epi-pens will not be locked away:

In Nursery, inhalers and epi-pens are stored on a high shelf in the children's toilet area.

Inhalers for children in Key Stage 1 are held in the school office. For children in Key Stage 2 they are held by the class teacher. The supervising of the taking of inhalers in Key Stage 1 is recorded.

Epi-pens are stored for both Key Stage 1 and Key Stage 2 children in the Staff Room in a drawer under the pigeonholes. For Key Stage 2 children a second Epi-pen, where supplied, is held by the class teacher.

Parents will be advised to supply two Epi-pens to minimise the risk to their child if one fails.

Non-emergency medicines will be stored securely and not accessible to children .

Children will be informed where their own medicines are stored and who is responsible for administering/supervising them.

The school will seek advice and training if they are required to store controlled drugs (under the Misuse of Drugs Regulations).

Disposal of Medicines

Under no circumstances will the school dispose of any prescribed medicine or the container from which it came. The parent/carer of the pupil for whom the medicine was provided will be asked to collect all empty containers, surplus medicines and out-of-date medicines. Any uncollected medicines will be taken to a local pharmacy for safe disposal.

Disposal of Sharps

Sharps boxes will be used for the disposal of needles. Sharps boxes must be supplied by the parent/carer as part of the Individual Healthcare Plan.

Emergency Salbutamol Inhalers

From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 schools have been allowed to buy salbutamol inhalers, without a prescription, for use in emergencies. An emergency salbutamol inhaler can only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication (**Form 5**). The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).

Talbot Primary has chosen to hold emergency inhalers. The kits are located as follows:

- Nursery: one stored on a high shelf in the children's toilet area
- KS1: one in the office store and one in the first aid room
- KS2: one in the Resources Room
- Educational Visits: two in the Resources Room and two in the First Aid Room
- Swimming: one in the bag taken to weekly swimming lessons

The lead first aider is responsible for maintaining the consent records and emergency inhaler kits.

Use of an emergency inhaler will be recorded. This will include where and when the attack took place (e.g. PE lesson, playground, classroom) and how much medication was given. The child's parents will be informed in writing so that this information can also be passed onto the child's GP. (**Form 6**).

Educational Visits and Sporting Activities

Educational Visits

Pupils with medical conditions will be encouraged to participate in educational visits, as long as the safety of the pupil, other pupils and/or staff is not placed at significant risk.

The school will consider what reasonable adjustments might be made to enable children with medical conditions to participate fully and safely on visits.

Additional measures for educational visits may be deemed necessary, if so these may include:

- Additional staff supervision
- Adaptations for bus or coach seats and entrances
- Provision of secure cool-bags to store medicine
- Provision of properly labelled singled dose sets
- Informing the visit location that a child with a medical condition is in the party (with prior consent from the parent/carer)

When planning educational visits which will include pupils with medical conditions, all persons supervising the visit will be made aware of those conditions and any emergency procedures that may be needed (with prior consent from the parent/carer).

If staff are concerned about how they can best provide for a child's safety, or the safety of other children on a visit, they should, via the Headteacher, seek parental views and medical advice from the School Health Service or the child's GP.

Sporting Activities

The school will support children wherever possible in participating in physical activities and extra-curricular sport. Any restriction on a child's ability to participate in PE should be recorded on their Individual Healthcare Plan.

Staff supervising sporting activities will be made aware of relevant medical conditions. Arrangements will be made to meet the needs of children who require precautionary measures before or during exercise e.g. inhalers readily available.

Where a pupil with a medical condition is participating in a school-led extra-curricular sporting activity, the level of supervision will be assessed and if necessary adjusted to meet their needs.

Emergency Procedures

As part of general risk management processes, we have arrangements in place for dealing with emergency situations

- Guidance for staff on calling an ambulance is included at **Form 1**.
- All staff should also know who is responsible for carrying out emergency procedures in the event of need.
- A member of staff will always accompany a child taken to hospital by ambulance, and will stay until the parent arrives.
- Healthcare professionals are responsible for any decisions on medical treatment when parents/carers are not available.
- Staff should never take children to hospital in their own car; it is safer to call an ambulance.
- Individual Healthcare Plans will include instructions as to how to manage a child in an emergency, and identify who has the responsibility in an emergency. Those with responsibility at different times of day (e.g. lunchtime supervisors) will be given appropriate information and advice.

Avoiding Unacceptable Practice

Each case will be judged individually but in general the following practices are considered unacceptable:

- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assuming that pupils with the same condition require the same treatment
- Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to a medical room or school office alone or with an unsuitable escort if they become ill
- Penalising children with medical conditions for their attendance record where the absences relate to their condition
- Requiring parents, or otherwise making them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues.
- Preventing children from participating, or creating unnecessary barriers to children participating in any aspect of school life, including school trips
- Preventing children from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively

Liability & Indemnity

The Leeds City Council Public Liability Insurance Policy provides indemnity to persons carrying out duties arising out of their employment with the school/council, providing they have received all necessary training to carry out the activity – including any refresher courses (documentary evidence may be required). Policy and training details are available from the school office.

Complaints

Complaints should be raised with the school in the first instance. Details of how to make a formal complaint can be found in the school Complaints Policy & Procedures.

Risk Assessment and Management Procedures

This policy will operate within the context of our Health and Safety Policy.

We will ensure that risks to the health of others are properly controlled.

We will provide, where necessary, individual risk assessments for pupils or groups with medical conditions.

We will be aware of the health and safety issues relating to dangerous substances and infection.

Related Policies & Information

Health & Safety Policy

Special Educational Needs Policy

Education of Pupils with Medical Needs Policy

Health & Safety at Work Act 1974

Misuse of Drugs Act 1971

Medicines Act 1968

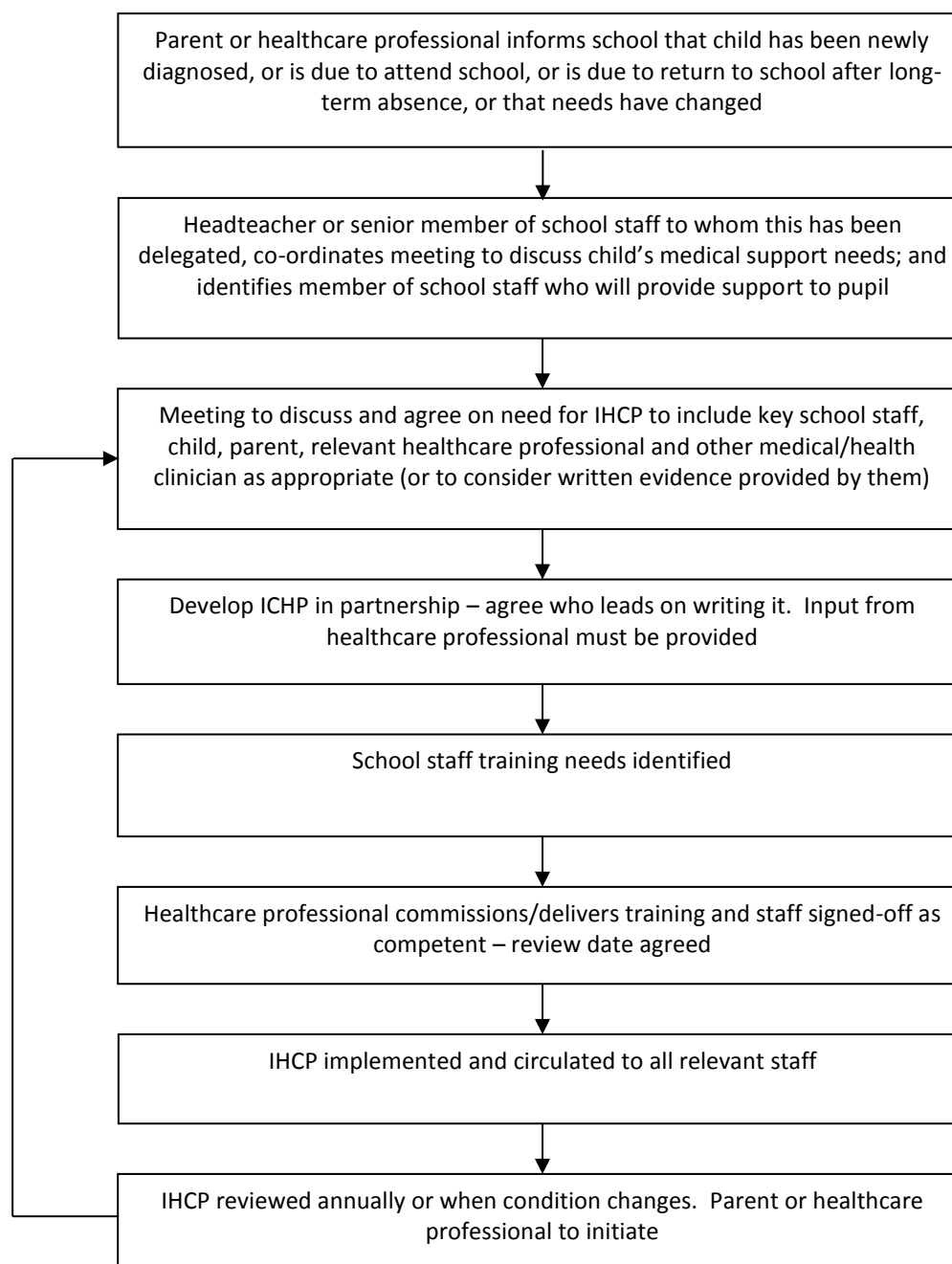
Regulation 5 of the School Premises (England) Regulations 2012 (as amended)

The Special Educational needs and Disability Code of Practice

Department for Education: Supporting pupils at school with medical conditions – December 2015

Department of Health: Guidance on the use of emergency salbutamol inhalers in schools – March 2015

Model Process for Developing Individual Healthcare Plans



HOW TO RECOGNISE AN ASTHMA ATTACK

The signs of an asthma attack are

- Persistent cough (when at rest)
- A wheezing sound coming from the chest (when at rest)
- Difficulty breathing (the child could be breathing fast and with effort, using all accessory muscles in the upper body)
- Nasal flaring
- Unable to talk or complete sentences. Some children will go very quiet.
- May try to tell you that their chest 'feels tight' (younger children may express this as tummy ache)

CALL AN AMBULANCE IMMEDIATELY AND COMMENCE THE ASTHMA ATTACK PROCEDURE WITHOUT DELAY IF THE CHILD

- Appears exhausted
- Has a blue/white tinge around lips
- Is going blue
- Has collapsed

WHAT TO DO IN THE EVENT OF AN ASTHMA ATTACK

- Keep calm and reassure the child
- Encourage the child to sit up and slightly forward
- Use the child's own inhaler – if not available, use the emergency inhaler
- Remain with the child while the inhaler and spacer are brought to them
- Immediately help the child to take two separate puffs of salbutamol via the spacer
- If there is no immediate improvement, continue to give two puffs at a time every two minutes, up to a maximum of 10 puffs
- Stay calm and reassure the child. Stay with the child until they feel better.
The child can return to school activities when they feel better
- If the child does not feel better or you are worried at ANYTIME before you have reached 10 puffs, CALL 999 FOR AN AMBULANCE
- If an ambulance does not arrive in 10 minutes give another 10 puffs in the same way

Talbot Primary School

Contacting Emergency Services

What to do if you have to call 999 for an ambulance

(A completed copy of this form should be stored by the telephone in the School Office and in the Key Stage 2 Resources Room.)

Be ready to speak clearly and slowly

Be ready to repeat information if asked

Dial 9 then 999

Ask for ambulance

Be ready with the following information:

| | |
|----|--|
| 1. | School telephone number → 0113 2934086 |
| 2. | School location → Talbot Primary School, East Moor Road, Leeds |
| 3. | The postcode → LS8 1AF |
| 4. | The exact location in the school → Which class? Which playground? |
| 5. | Your name → Your name (first name and last name) |
| 6. | The name of the person and short description of symptoms → What is the name of the ill or injured person? What is the matter with the person? |
| 7. | The best entrance, and state that the crew will be met and taken to → “Use the double gated entrance to the car park, there will be someone there to guide you.” |

Supporting Pupils with Medical Conditions (Form 2): Individual Healthcare Plan



If the period of administering medicine is 8 days or more, there must be an Individual Healthcare Plan.

Child's Name: _____

Class: _____

Date of Birth: _____

Child's Address: _____

Medical Diagnosis / Condition: _____

Date: _____

Review Date: _____

Contact Information

Family Contact 1

Family Contact 2

| | |
|------------------------|------------------------|
| Name | Name |
| Relationship to Child: | Relationship to Child: |
| Phone (home): | Phone (home): |
| Phone (work): | Phone (work): |
| Phone (mobile): | Phone (mobile): |

Clinic / Hospital Contact

GP

| | |
|--------|--------|
| Name: | Name: |
| Phone: | Phone: |

Health Information

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Supporting Pupils with Medical Conditions (Form 2), Page 2

Individual Healthcare Plan

Daily care requirements: (e.g. before sport/at lunchtime/medication)

Medicine 1

Name / type of medicine:

Date dispensed:

Expiry date:

Self-Administration:

Yes / No *(delete as appropriate)*

How to give (dosage and method):

When to give:

When should we stop giving medicine?

Storage requirements

Agreed review date to be initiated by:

Special instructions / precautions:

Side effects, or possible allergic reactions
for us to know about?

Medicine 2

Name / type of medicine:

Date dispensed:

Expiry date:

Self-Administration:

Yes / No *(delete as appropriate)*

How to give (dosage and method):

When to give:

When should we stop giving medicine?

Storage Requirements

Agreed review date to be initiated by:

Special instructions / precautions:

Side effects, or possible allergic reactions
for us to know about?

Supporting Pupils with Medical Conditions (Form 2), Page 3

Individual Healthcare Plan

Specific support for the pupil's educational, social and emotional needs:

Arrangements for school visits/trips etc.

Describe what constitutes an emergency for the child, and the action to take if this occurs:

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

The above information is, to the best of my knowledge, accurate.

I give consent to Talbot Primary School staff to administer/supervise medicine in accordance with school policy. I accept that this is a service that Talbot Primary School is not obliged to undertake. I understand that I must notify the school in writing of any changes to the given information.

I understand that I should collect any remaining medicine and that medicine remaining at the end of the school year will be disposed of by school.

Signed: Parent/Carer

Date:

Supporting Pupils with Medical Conditions (Form 2), Page 4

Individual Healthcare Plan

School Section

Plan developed with:

Staff training required/undertaken:

Form copied to:

School contact person:

This plan has been developed in accordance with our Supporting Pupils with Medical Conditions Policy.

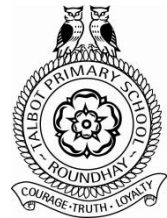
School Agreement to Administer/Supervise Medicine

To be completed by Headteacher / Deputy Headteacher/Assistant Headteacher/Responsible Officer

It is agreed that your child will receive the medicine in accordance with the details provided above.

Medication will be given by a member of staff or self-administered; in both cases, another will witness the medication.

Signature and date:



Talbot Primary School

Supporting Pupils with Medical Conditions (Form 3a): Request for School to Administer/Supervise Medicine

Medicines must be in the original container as dispensed.
Use a separate form if more than one medicine is to be given.
If the period of administering medicine is 8 days or more, there must be an individual Individual Healthcare Plan.

Child's name and class: _____

Medical condition / illness: _____

Medicine *Continue on a separate sheet for any points below.*

Name / type of medicine: _____

Date dispensed: _____

Expiry date: _____

Self-Administration: Yes / No *(delete as appropriate)*

How to give (dosage and method): _____

When to give: _____

When should we stop giving medicine? _____

Agreed review date to be initiated by: _____

Special instructions / precautions:
Side effects, or possible allergic reactions
for us to know about? _____

Procedures to take in an emergency: _____

Contact Details

Name: _____

Daytime telephone number: _____

Relationship to child: _____

Name and telephone number of GP: _____

The above information is, to the best of my knowledge, accurate.

I give consent to Talbot Primary School staff to administer/supervise medicine in accordance with school policy. I accept that this is a service that Talbot Primary School is not obliged to undertake. I understand that I must deliver the medicine personally to the school and that I must notify the school in writing of any changes to the given information.

I understand that I should collect any remaining medicine and that medicine remaining at the end of the school year will be disposed of by school.

Signature(s) and date: _____

Relationship to child: _____

School Agreement to Administer/Supervise Medicine

To be completed by Headteacher / Deputy Headteacher/Assistant Headteacher.

It is agreed that your child will receive the medicine in accordance with the details provided above.

Medication will be given by a member of staff or self-administered; in both cases, another will witness the medication.

Signature and date: _____

Talbot Primary School
**Supporting Pupils with Medical Conditions (Form 3b):
 Record of Medicine
 Administered to an Individual Child**



Name of child: _____

Date medicine provided by parent: _____

Name and strength of medicine: _____

Dose and frequency of medicine: _____

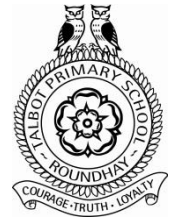
Quantity received: _____

Quantity returned: _____

Before you administer medicine, check it has not already been given.

| Date: | Time Given: | Dose Given: | Administered By (signature): | Witnessed By (signature) : |
|-------|-------------|-------------|---------------------------------|-------------------------------|
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Talbot Primary School
**Supporting Pupils with Medical Conditions (Form 4):
Request for Child to Carry His/Her Medicine**



For use only when this requirement has been advised by a healthcare professional and this has been confirmed to the school.

This form must be completed by parent / carer.

A child should only carry their own medicine if they are able to administer the medicine independently.

If more than one medicine is to be given a separate form should be completed for each one.

Child's name and class: _____

Medical condition / illness: _____

Medicine *Continue overleaf for any points below.*

Name / type of medicine: _____

Date dispensed: _____

Expiry date: _____

How to give (dosage and method): _____

Special instructions / precautions: _____

Side effects for us to know about? _____

Procedures to take in an emergency: _____

Contact Details

Name: _____

Daytime telephone number: _____

Relationship to child: _____

Name and telephone number of GP: _____

I would like my child to keep his / her medicine on him / her for use as necessary.

Signature(s) and date: _____

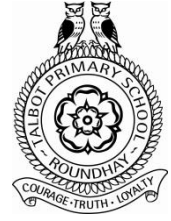
School Agreement for Child to Carry His/Her Own Medicine

To be completed by Headteacher / Deputy Headteacher/Assistant Headteacher.

Agreed in accordance with the information provided by the parent/carers and healthcare professionals.

Signature and date: _____

Talbot Primary School
**Supporting Pupils with Medical Conditions (Form 5):
Consent Form: Use of Emergency Salbutamol Inhaler**



Child's name and class: _____

please tick as appropriate

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler.
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day/ a spare will be held in school. (PLEASE NOTE: Inhalers and spacers should be provided together in a plastic container labelled with the child's name.)
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed: _____ Date:

Name (print).....

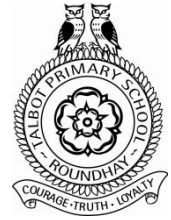
Parent's address and contact details:

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

Telephone:

E-mail:

Talbot Primary School
**Supporting Pupils with Medical Conditions (Form 6):
Notification to Parents of Emergency Salbutamol Inhaler Use**



Date:

Child's Name:

Class:

Dear.....

This letter is to formally notify you that your child named above has had problems with his / her breathing today.

Time: AM/PM

Location:

(Tick appropriate line)

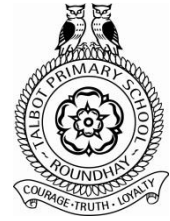
- They did not have their own asthma inhaler with them, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given puffs.
- Their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given puffs.

Your child soon felt better but if you have any queries about this please contact the school office.

Yours sincerely

Signed on behalf of the Headteacher

Talbot Primary School
**Supporting Pupils with Medical Conditions (Form 7):
 Emergency Salbutamol Inhaler Use
 Record of Medicine Administered**



Medicine: Salbutamol Inhaler

Batch Number: _____

Expiry Date: _____

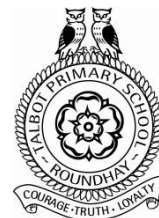
IMPORTANT NOTES

If possible, use the child's own spacer to avoid cross contamination. If the emergency spacer is used please wash and dry thoroughly before replacing in the kit.

The equipment is inspected regularly but if you think any of it needs to be replaced please contact either the lead first aider, Helen Barklamb, or the School Business Manager, Julie Alvin.

| Child's Name: | Date and Time Given: | Dose Given: | Administered By (signature): | Witnessed By (signature) : |
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Emergency Salbutamol Inhaler Kit List & Checks Record (Form 8)



This kit contains:

- A Salbutamol metered dose inhaler
- Plastic spacer compatible with the inhaler
- Instructions on using the inhaler and spacer
- Instructions on cleaning and storing the inhaler and spacer
- A sheet giving the batch number, expiry date and record of usage of the inhaler with note of arrangements for replacing the equipment
- A list of children permitted to use the emergency inhaler
- Guidance – How to Recognise an Asthma Attack (*Appendix B of the Supporting Pupils with Medical Conditions Policy*)
- Guidance – What to Do in the Event of an Asthma Attack (*Appendix C of the Supporting Pupils with Medical Conditions Policy*)

This kit was checked:

Date:

By (Initials):

Date:

By (Initials):