



**St Mary's CE Primary School**  
Felsham Road  
Putney

# **First Aid, Medicines and Supporting Pupils with Medical Conditions**

*At St. Mary's we provide an education of the highest quality to  
enable every child to reach their potential within a nurturing  
Christian community*

This policy outlines St. Mary's responsibility to provide adequate and appropriate provision for supporting pupils in school with medical conditions and the administration of medicines and/or first aid to pupils, staff, parents and visitors. The policy states the practice and procedures in place to meet these responsibilities.

### **Aims**

- To identify the first aid needs of the school in accordance with the Management of Health and Safety at Work Regulations 1992 and 1999
- To ensure that first aid provision is available at all times while people are on the school premises and while on school visits in accordance with the Health and Safety First Aid legislation 1981
- To outline the duty placed on governing bodies, through the Children and Families Act 2014 to make arrangements for supporting pupils in school with medical conditions
- To ensure all pupils with medical conditions, in terms of either physical or mental health, will be properly supported so that they can play a full and active role at school, remain healthy and achieve their academic potential

### **Objectives**

- To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the school
- To provide relevant training and ensure that monitoring of training needs is regularly carried out
- To provide sufficient and appropriate resources and facilities
- To aim to provide a physical environment that is accessible to pupils with medical conditions
- To keep staff and parents informed of the school's first aid arrangements and measures for supporting pupils with medical conditions (as outlined on individual Health Care Plans)
- To keep accident and medication records and to report to the Health and Safety Executive (HSE) as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- To give clear structures and guidelines to staff regarding first aid and medicines, including how best to support children with medical conditions (appropriate sharing of Health Care Plans)
- To ensure the safe use, administration and storage of medicines in school and on educational visits
- To ensure the needs of pupils with medical conditions are adequately considered to ensure their involvement in all areas of learning, structured and unstructured social activities, including during breaks and before and after school activities and school visits. This includes making reasonable adjustments where appropriate
- To ensure staff have a clear understanding that medical conditions should not be a barrier to learning and that they have a duty of care to pupils
- To assess the risks of all out-of-school activities taking account of the needs of pupils with medical conditions
- To review medical emergencies and significant incidents to ascertain whether/how they could have been avoided and updating policy and procedures after each review

## **Roles and Responsibilities**

### Governors

The Local Authority and the School Governors are responsible for the health and safety of their employees and anyone else on the school premises. They must ensure that the risk assessments of the school are undertaken and that the appointments, training and resources for first aid arrangements are appropriate, in place and reviewed annually. The school Governors should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

The Governors will ensure that arrangements are in place to support pupils with medical conditions and that they are enabled to access the fullest possible participation in all aspects of school life. Governors will ensure all staff have received the appropriate level of training and are competent to support pupils. Governors will review and approve the policy and ensure implementation of any changes or recommendations arising from any significant incident reviews.

### Head Teacher and Inclusion Manager

The Head Teacher and Inclusion Manager are responsible for putting the policy into practice and for developing detailed procedures. They should ensure that the policy is available to all staff and parents. They will ensure that:

- the school is inclusive and welcoming
- the policy is in line with national guidance and expectations, is put into action and maintained
- they liaise with other interested and relevant parties (including parents and pupils, school health, community and acute health services, the local authority services etc.)
- pupil confidentiality is respected but relevant staff will be made aware of a child's medical condition
- the training and development needs of staff are assessed and arrangements made for them to be met
- all staff are aware of the policy, including supply teachers and new staff
- the policy is reviewed annually
- they report back to Governors and to all key stakeholders about the implementation of the policy
- they lead reviews after significant incidents to ascertain whether/how they could have been avoided, updating the policy and procedures after each review

In the event of a medical emergency and the school being unable to contact the parents/carers the Head Teacher will act in 'Loco Parentis'. Consent for this is sought during the admissions process. Parents that are unsure about providing consent are encouraged to meet to discuss this with the Head Teacher.

### First Aiders

- First Aiders must have completed the First Aid course (Paediatric First Aid delivered by First Aid for Life) and this training must be updated every 3 years
- Must give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school

- Follow procedures as outlined in health care plans for children with identified medical conditions

All First Aiders must be able to leave their normal duties to immediately attend to first aid and emergencies. Emergency red cards are accessible in each room in school (including the hall, ICT suite and music room) and the playground. These must be sent with a child to the office if class based staff require additional emergency medical assistance.

### All Staff

Staff have a responsibility to:

- be aware of and understand the school's 'First Aid, Medicines and Supporting Children with Medical Conditions' policy
- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- know which pupils in their care have a medical condition and be familiar with the content of a pupil's Health Care Plan
- allow all pupils to have immediate access to their emergency medication when necessary
- maintain effective communication with parents including informing them if their child has been unwell at school
- ensure pupils who carry their medication with them have it when they go out of the classroom or on a school visit
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social or emotional support
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in, and understand the impact a medical condition may have on a pupil and make any reasonable adjustments to accommodate this
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- use opportunities such as PSHE lessons and other areas of the curriculum to raise pupil awareness about medical conditions

Also see the list of unacceptable practices (Appendix 1)

### **First Aid**

#### Equipment and Facilities

- The Inclusion Manager will ensure that the appropriate number of first-aid kits are available and easily accessible. The teaching assistants in each classroom will restock kits when necessary. The School Administration Support Assistant will order stock and be responsible for restocking the first aid kit in the Medical room and the hall. The School Business Manager (SBM) is responsible for the travel kits stored in the SBM's office and the Hall. Kitchen staff will maintain the first aid kit in the kitchen.
- All first aid kits are marked with a white cross on a green background. The kits are stocked in accordance with the HSE recommended and mandatory contents (also in line with the DfE guidance on First Aid for Schools lists).
- First aid kits and equipment are taken on all school trips.
- The Head Teacher and School Governors provide a suitable first aid room for medical care treatment.

- Hygiene procedures must be followed by staff administering first aid treatment.
- Single-use disposable gloves must be worn when treatment involves blood or other bodily fluids.
- Location list of first aid kits is held with this policy (Appendix 2).

### Procedures

- First aid treatment is given adhering to procedures recommended by First Aid for Life training.
- When dealing with Infectious Diseases and Infection Control advice is sought from the Health Protection Agency (see information in the green first aid folder in each classroom and the school office).
- Out of school hours activities lead by school staff will all have access to a first aider in school. FOSMs are responsible for providing a qualified first aider for the events that they run and organise.

### Record Keeping and Reporting Accidents

- All minor injuries and first aid treatments given are recorded in the treatment book in the first aid room – details recorded must include the date, time, location of incident, name of injured person, their class and details of the injury/illness, what happened immediately after, name and signature of First Aider.
- Parents are notified by telephone if a child receives a bump to the head or facial injury. A 'bumped head note' is then sent home to parent/s of any child that has received a bump to the head or facial injury. Children are also given a bumped head sticker. (See appendix 8 for Bumped head procedure)
- For bee, wasp stings, facial injuries or other significant incident, parents will be notified by telephone.
- For more serious injuries, such a broken bones, dislocations or other injuries that require a child being taken to hospital, an Accident and Emergency reporting form must be completed which is available from the School Business Manager.
- In the event of a medical emergency in school and the school is unable to contact parents/carers, then the Head Teacher acts in 'Loco Parentis'. A member of staff will accompany a child and stay with them until a parent or responsible family member arrives.
- Statutory requirements; under the Reporting of Injuries, Diseases and Dangerous Occurrences regulations 1995 (RIDDOR) require some accidents to be reported to the HSE (fatal and major life threatening injuries). Complete TC1297B form, which is available from School Business Manager, for pupils or parent helpers. For employees a T1297A form should be completed.
- After completing the Accident Form the form is signed by the Head Teacher and sent to Health & Safety WCC: [safety@wandsworth.gov.uk](mailto:safety@wandsworth.gov.uk) A copy is filed in the School Office (kept for 3 years)
- Accident records are monitored and reviewed by Governors via the Resources Committee.

### Administering First Aid Off Site (Visits and Residential Trips)

- A trained appointed person will accompany all off site visits with a stocked first aid kit, appropriate to the risk assessment for the visit (including clubs and sports trips).
- All adults present on the visit should be made aware of the arrangements for first aid.
- If any first aid treatment is given the trip leader will advise the school office, by mobile phone if urgent, or on return so that the pupil's parents can be informed.
- If a pupil requires a prescribed medicine during a trip an 'Administration of Medicine or Treatment Consent Form' (Appendix 3) will need to be completed by the child's parent/carer prior to the trip: see Administering Medicines in School section above.
- A copy of the consent form will be taken on the trip with the medication. The medication will be kept in the first aid kit (cool pack if necessary) and administered by the First Aider at the necessary time and recorded.

## **Medicine**

### Administering Medicine In School

Medicines will only be administered at the school when it would be detrimental to a child's health or school attendance not to do so.

- In exceptional circumstances, e.g. if anti-biotic medicine has to be taken four times a day, a member of the office staff who is first aid trained will administer prescribed medicine providing that an 'Administration of Medicines or Treatment Consent Form' (Appendix 3) has been completed and signed by the parent/carer. The relevant forms are kept in the School Business Manager/s office. For longer-term administration 'Long Term Medication' Form is used (Appendix 4).
- Only **prescribed medicines** that are in-date, labelled with the child's name, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage are acceptable. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- Hands must be washed before and after administering medicine. Occasional clinical waste must be thoroughly wrapped and sealed before placing in the refuse bin.
- The administration of medicines should be witnessed by a second adult.
- All prescribed medicines that are due to be administered must be kept securely and in accordance with the instructions, taking account of temperature requirements, in the school office. Use the refrigerator if necessary.
- Children need to take responsibility, as far as possible, to remember to come to the office for the medicine to be given, but a record will be kept and children will be prompted if they have not turned up. Younger children will always be reminded (Early Years Foundation Stage and Key Stage One children).
- It is the responsibility of the parents to ensure all medication brought into school is up to date. If medication is changed or there has been a

recommendation to discontinue use then parents must **notify school immediately in writing.**

- Records will be kept of all prescribed medicines administered and these medicines can only be given to the named pupil.
- Out of date medicines should be returned to parents to dispose of safely (return to the chemist and renew if necessary).
- Sharps boxes will be made available for the disposal of needles and other sharps, when required. This is a yellow bin and can be found in the SBM office.
- Medication will not be stored at school over the summer holiday period and parents must ensure that in-date medication comes into school on the first day of the new academic term.
- If a child refuses medication, the Head Teacher or Inclusion Manager should be informed and the child should not be forced to take it. If the child continues to refuse then parents/carers should be informed as a matter of urgency.
- It would be advisable for parents to inform staff if a child has been given medicine before coming into school.

#### Asthma Treatment and Inhalers

- Asthma sufferers are permitted to bring their own treatments (inhalers etc.) to school. If they are responsible for carrying/storing it themselves a 'Parental Agreement for children to carry their own Medicine' form (Appendix 5) must be completed by the parents/carers.
- It is the responsibility of the parents to ensure all medication brought into school is up to date. If medication is changed or there has been a recommendation to discontinue use then parents must **notify school immediately in writing.**
- A list of asthma sufferers is in each green first aid file (one folder kept in every classroom, first aid room, hall and the school office).
- Asthma treatments for pupils (inhalers etc.) are kept either in a central area of the classroom (easily accessible) or with the pupil themselves, including outside at break times and on school trips, so that they are readily available.
- Asthma treatments are to be administered by the pupil
- Parents are to be informed if the child uses the inhaler. If this is occurring more frequently then additional medical advice should be sought.
- Parents are responsible for checking that the treatments are still within their 'use by dates' and for replenishing them.

#### Emergency Inhaler

The school has an emergency salbutamol inhaler which is stored in the Medical Room for use only by asthma sufferers who are prescribed this inhaler. It is for use in emergency situations when a sufferer cannot access their usual inhaler e.g. if it is broken, lost or empty.

**Pupil's parents/carers must have given written medical consent before it can be used.**

Please see DFE Policy on the use of 'Emergency Salbutamol Inhalers in School' March 2015.

### Adrenaline Pens and Anaphylaxis Shock Training

- Adrenaline Pens (AP's) typically include: EPI pens, Jext pens or Emerade pens
- It is the responsibility of the parents to ensure all medication brought into school is up to date. If medication is changed or there has been a recommendation to discontinue use then parents must **notify school immediately in writing.**
- A list and photograph of anaphylaxis sufferers is displayed in the green first aid files and on the staff p:drive electronic first aid folders
- Labelled AP's (2 pens for each child) are stored at room temperature, in the first aid room which is an accessible but safe location. They are all stored in a clear plastic box with their name and photograph on with the signed Care Plan attached to the lid of the box. AP's are taken on all trips/visits with the child. These are stored in the first aid room at all times
- AP's can be administered by any members of staff. However, an up to date list of staff who have received recent training is maintained by the Inclusion Manager.
- If an AP is administered the time must be noted and provided to the emergency services. This can be noted on the care plan inside the box. The used AP's should be replaced in the box and given to the emergency services.
- AP's are always taken on educational visits.
- Parents/carers are responsible for checking that the treatments are still within their 'use by dates' and for replenishing them.
- If a child has been in contact with a known allergen, parents and staff must observe the child vigilantly as reactions can occur up to 72 hours post contact.
- School staff are encouraged to let their teams know if they have an AP during the annual staff training sessions or as soon as possible.

### Illness and Absence

- If a pupil is acutely unwell or has a contagious illness they should not come into school.
- A child should be kept away from school for 48 hours after the last episode of vomiting or diarrhoea.
- If a pupil is repeatedly off school due to sickness the child will be referred to the School Nurse for a holistic health review.
- If a pupil has an extended period of absence due to their medical condition it may be necessary to contact or refer to the Wandsworth Hospital and Home Tuition Service.

### Defibrillator

**St. Mary's has its own defibrillator which is located in the corridor outside the main school office.**

The defibrillator is used when a person is in cardiac arrest (the heart stops beating). The DfE guidance 'Supporting pupils at school with medical conditions' advises schools to consider installing one as part of their first aid equipment. St. Mary's school has a defibrillator school First Aiders have received some initial training in defibrillation as part of their standard course qualification.

## **Supporting Pupils with Medical Conditions**

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools to make arrangements for pupils with medical conditions. These pupils should be properly supported so that they have full access to education, including school trips and physical education and the same opportunities as other pupils. The school will consult and work in partnership with health and social care professionals, pupils and parents to ensure the needs of pupils with medical conditions are effectively met.

A staff training programme will be provided, which will take account of the need for specialist training (when required) for some key members of staff, as well as generic training for all staff. Training would include details on how to avoid and reduce exposure to common triggers for common medical conditions. In addition, all new staff, including some supply and temporary staff, will be informed of the policy and their responsibilities.

Health Care Plans are used 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. Pupils' medical conditions and Health Care Plans are recorded and filed in the green information folders in each classroom. These are updated regularly and reviewed annually.

Any pupils that have experienced a period of extended absence due to their medical conditions will be supported in their reintegration to school life through a carefully planned transition. This is created and agreed with parents, the pupil, medical professionals, the Inclusion Manager and school staff with provision made for limiting any negative impact on the pupil's educational attainment and supporting their social, emotional health and general well-being. Where there may be disagreement the child's needs are prioritised with the Head Teacher making the final decision.

Children with medical needs have the same rights of admission to school as other children (see Admissions and Inclusion Policies).

- Notification that a pupil has medical needs may come through a statement of Special Educational Need or Disability (SEND), an Education, Health and Care Plan (EHCP) from a medical practitioner or from the parent/carer of the child
- Parents and carers have the prime responsibility for their child's health and should provide the school with information about their child's medical condition; initially on the enrolment forms or update the school as necessary
- An individual Health Care Plan will be put in place, if required, to help staff identify the necessary safety measures and procedures to support children with medical conditions and ensure that they, and others, are not put at risk. Health Care Plans will be reviewed annually or when a condition changes, by the Inclusion Manager and School Nurse in partnership with the parents/carers and this child, where appropriate (Health Care Plan template Appendix 6)

- Cover arrangements will be put in place to cover staff absence or staff turnover to ensure an appropriate trained adult is available to support children with medical conditions
- If a child has a SEND, their Care Plan may be part of a child's EHCP rather than a separate plan
- It would be advisable for parents to inform the school if their child has taken medication before coming into school
- There may be times when the school needs to obtain medical information from a doctor or health professional about a child in school. When such a need occurs, parents must give consent. This can be through use of the 'Medical Information – Parental Permission' form (Appendix 7)
- Close liaison between the school and the relevant healthcare providers will be developed to ensure that the needs of the pupil are fully catered for and reasonable adjustments made to ensure inclusion
- Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case the governing body must comply with their duties under that Act
- Children may be self-conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression around their medical condition. Staff will use opportunities such as PSHE lessons and additional emotional support to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

#### Administering Personal Care

- See separate Personal Care policy
- Personal Care could include: washing, dressing (including swimming), supported eating (including tube feeding), administering medication, toileting and menstruation, physiotherapy exercise programme/manual handling, massage/intensive interaction, dental hygiene, care of tracheostomy, topical medicines (e.g. sun creams, eczema creams)
- Parents must complete the Permission for Personal Care form before staff can administer personal care to children.

#### Monitoring and Review

The Inclusion Manager will review this policy once every year as well as responding to issues that suggest the need for review. The school also uses the guidance from the Department for Education 'Supporting pupils at school with medical conditions' December 2015.

#### Useful contacts

- Telephone HSE 0845 300 9923
- Telephone WCC Health & Safety 020 871 8006
- School Nurse 020 8812 5656

#### Complaints

Please see the school's 'Formal Complaints Policy and Procedure'. Copies can be obtained from the school office. For complaints to the Local Authority please visit:

<https://www.wandsworth.gov.uk/schools-and-admissions/schools/how-schools-are-run/school-complaints-process/>

This policy should be read in conjunction with:

- Personal Care Policy
- Safeguarding and Child Protection Policy
- Inclusion Policy
- Special Educational Needs Information Report
- Accessibility Plan
- Equality Information and Objectives
- Emergency Salbutamol Inhalers in Schools
- Whole School Food Policy

Policy Reviewed by: **Ms Susan Abraham – School Business Manager and Kerry Dunford – Inclusion Manager..**

Suggested Date of Next review: **January 2020**

Monitoring and Review

The School Business Manager and Inclusion Manager, will review this policy every year as well as responding to trends/changes in legislation or policy that suggest the need for earlier review. The Pupil committee has oversight of this policy.

Name/s and job title of reviewer	Date of review	Date of governor approval	Suggested date for review
Mrs Susan Abraham SBM and Mrs Kerry Dunford Inclusion Manager.	March 2019		March 2020

## **Appendix 1 – Unacceptable Practices**

The DfE guidance 2015 lists the following unacceptable practices. This policy is designed to ensure that these issues are avoided and that there is an ongoing dialogue between school, pupils and parents so that all pupils and parents feel confident in the processes in place in the school.

It would be considered unacceptable practice:

- to prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- to assume that every child with the same condition requires the same treatment;
- to ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- to 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 Care Plans;
- if the child becomes ill, to send them to the school office or medical room unaccompanied or with someone unsuitable;
- to penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- to prevent pupils from drinking, eating or taking toilet/other breaks whenever they need to in order to manage their medical condition effectively;
- to 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. No parent should have to give up working because the school is failing to support their child's medical needs
- to prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

## Appendix 2 - Location of First Aid Kits

### St. Mary's C of E Primary School

<b>Kit Number</b>	<b>Location</b>
1	Medical Room
2	Nursery Classroom
3	Reception Classroom
4	Year 1 Classroom
5	Year 2 Classroom
6	Year 3 Classroom
7	Year 4 Classroom
8	Year 5 Classroom
9	Year 6 Classroom
10	Hall
11	Kitchen

Plus 2 portable First Aid Kits for school trips which are stored in the School Business Manager's Office.

**Appendix - 3**

**ADMINISTRATION OF PRESCRIBED MEDICINES OR TREATMENT  
CONSENT FORM – **SHORT TERM****

**School: St. Mary's CE Primary School**

**Child's  
Name:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Tel. No:** \_\_\_\_\_ **Work Tel. No:** \_\_\_\_\_

**GP's Name & Tel No:** \_\_\_\_\_

**I AGREE TO APPROPRIATE MEMBERS OF STAFF ADMINISTERING MEDICINES  
/ PROVIDING TREATMENT TO MY CHILD AS DIRECTED BELOW OR IN THE  
CASE OF AN EMERGENCY, AS STAFF CONSIDER NECESSARY.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Parent / Guardian**

**IT IS THE PARENTS' RESPONSIBILITY TO UPDATE THIS AS NECESSARY AND  
TO ENSURE THAT ALL MEDICINES IN SCHOOL ARE IN DATE.**

Name of Medicine	Dose	Frequency/Times	Date of Completion of Course
A	_____	_____	_____
B	_____	_____	_____
C	_____	_____	_____
D	_____	_____	_____

**Medical condition or illness [why does your child need to take this medicine in school?]**

**Special Instructions:**

**Allergies:**

**Other prescribed medicines the child takes at home:**



**ST MARY'S CE PRIMARY SCHOOL**  
**Parental Agreement for School to Administer Medicine**  
**LONG TERM**

The school will not give your child prescribed medicine unless you complete and sign this form.

Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Year Group: \_\_\_\_\_

Medical Condition or illness: [why does your child need to take this medicine in school?]

**Medicine**

Name/type of prescribed medicine:

\_\_\_\_\_ *As described on the container*

Date Dispensed: \_\_\_\_\_ Expiry Date \_\_\_\_\_

Agreed review date to be initiated by [named member of staff] \_\_\_\_\_

**Dosage and Method:** \_\_\_\_\_

Timing: \_\_\_\_\_

Special Precautions: \_\_\_\_\_

Are there any side effects that the school needs to be aware of:

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

Procedures to take in an emergency: \_\_\_\_\_

**Contact Details:**

Name:

Daytime telephone number:

Relationship to child:

I understand that I must deliver the medicine personally to Mrs Abraham  
I accept that this is a service that the school is not obliged to undertake and I understand  
that I must notify the school of any changes in writing.

Date:

Signed:



**ST MARY'S CE PRIMARY SCHOOL**  
**Parental Agreement for Children to carry their own Medication**

**The school will not allow your child to carry their own medicine unless you complete and sign this form.**

Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Year Group: \_\_\_\_\_

Medical Condition or illness: \_\_\_\_\_

**Medicine**

Name/type of medicine: \_\_\_\_\_

*As described on the container*

Date Dispensed: \_\_\_\_\_ Expiry Date \_\_\_\_\_

Agreed review date to be initiated by [named member of staff] \_\_\_\_\_

**Dosage and Method:** \_\_\_\_\_

Timing: \_\_\_\_\_

Special Precautions: \_\_\_\_\_

Are there any side effects that the school needs to be aware of:

\_\_\_\_\_

Procedures to take in an emergency: \_\_\_\_\_

\_\_\_\_\_

**Contact Details:**

Name:

Daytime telephone number:

Relationship to child:

I give my consent for my child to carry and administer their own medication as required.

Date:

Signed:



## St. Mary's CE Primary School

### Health Care Plan for Pupil with Medical Conditions

**Date:**

**Review Date (at least annually):**

**Name of Pupil:**

D.O.B:	Ethnicity:	Year Group:
Address:	Next of Kin (1):	Next of Kin (2):
	Relationship:	Relationship:
	Telephone (1):	Telephone (1):
	Telephone (2):	Telephone (2):

**GP Name:**

**GP Address:**

**GP Telephone:**

<b>Medical needs/condition(s):</b>
<b>Who is responsible for providing support in school:</b>
<b>Daily care requirements/action plan:</b>
<b>Specific support for social and emotional needs:</b>
<b>Triggers or things that make this pupil's condition worse:</b>
<b>Signs and symptoms to indicate an Emergency for this pupil in school:</b>

**Name and dose of medicine:**

**Method of administration of prescribed medication** (Refer to attached treatment plan from consultant/specialist service)

**Side effects:**

**Can the pupil administer the medication themselves?**

Yes  No  Yes  , with supervision by:

**Who is responsible in school to supervise/administer medication in an emergency?**

- Designated First Aider
- 

**Arrangements for school trip/visits:**

Specialist Services	Name	Telephone

**This plan was developed with**

**Training needs**

(tick and date when completed)

**Form copied to:**

- Parents –
- Class Teacher –
- School Business Manager -
- Inclusion Manager –
-

## **Emergency Plan - SPEAK CLEARLY AND SLOWLY**

- 1. Dial 999 ask for an ambulance and be ready with the following information**
- 2. Give your name**
- 3. Give a brief description of the pupil's symptoms (and any known medical condition – e.g. have they been given any medication?)**
- 4. Give your location (St. Mary's, Felsham Road, Putney, London)**
- 5. State the postcode (St. Mary's SW15 1BA)**
- 6. Your Telephone Number (020 8788 9591)**
- 7. Give exact location of the pupil**
- 8. Give the pupil name**
- 9. Inform ambulance control of the best entrance and state that the crew will be met at this entrance and taken to the pupil**
- 10. Don't hang up until the information has been repeated back to you**

### **Permission for emergency medication (tick if you agree)**

- I agree that I/my child can be administered my/their medication by a member of staff in an emergency
- I agree that I/my child **cannot** keep my/their medication with me/them and the school will store the medication as appropriate.
- I agree that I/my child **can** keep my/their medication with me/them for use when necessary

### **Parental and pupil agreement**

I agree that the medical information contained in the 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.  
Pupil name:

Parent/carer/guardian name:

Parent signature:

Date:

### **Healthcare professional agreement**

I agree that the above information is accurate and up to date.  
School Nurse name:

School Nurse signature:

Date:

### **Head Teacher/ Inclusion Manager agreement**

It is agreed that the pupil named in this form will receive the above listed medication and care in school.

Inclusion Manager name:

Inclusion Manager signature:

Date:



**ST. MARY'S CE PRIMARY SCHOOL**  
**MEDICAL INFORMATION - PARENTAL CONSENT**

I hereby give permission for St. Mary's CE Primary School to contact any doctor or health professional who has information about my child, in order to obtain such information as is relevant.

Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Doctor/  
Consultant/s: \_\_\_\_\_

Address/Tel No: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Parent/  
Carer/Guardian:  
(please print) \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**N.B.** Signature must be that of the person with parental responsibility for the child named.

## Appendix – 8

Please ensure the following happens when a child bumps their head or claims to have bumped their head.

- Fully examine the child to check for injury and seek advice from a second first aider prior to informing parents.
- Any injury is treated and the child accompanies you to the school office for observation. They can sit on the bench outside whilst you make the phone call.
- Parents are notified by telephone if a child receives a bump to the head or facial injury. You will need to record the phone call in the book in the office.
- A 'bumped head note' is completed and sent home. These can be found in the school office.
- Please ensure these are placed in the child's class on the teacher's desk or given directly to the class teacher if at the end of play.
- A photocopy of the note is to be made and kept in the school office for our records.
- Children are given a bumped head sticker.

***PLEASE NOTE YOU NO LONGER NEED TO FILL IN THE ACCIDENT BOOK IN THE FIRST AID ROOM FOR A BUMPED HEAD.***



# St. Mary's CE Primary School

Head Teacher: Miss Cheryl Payne

Felsham Road • Putney • London • SW15

1BA

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E: admin@st-marys-putney.wandsworth.sch.uk

## **Bumped Head Notification**

Date: \_\_\_\_\_

Year Group: \_\_\_\_\_

Dear Parent/Carer,

\_\_\_\_\_ has bumped his/her head today

at \_\_\_\_\_ and after being assessed by two first aid members of staff at

school they returned to their class. We request that you observe your child for the next

24 hours for any of the following symptoms:

- Unusual drowsiness
- Change in behaviour / confusion
- Severe headache
- Nausea or repeated vomiting
- Blurred vision
- Bleeding or fluid from ears or nose
- Clumsy walking, staggering, dizziness
- Unresponsiveness
- Slurred speech

*If any of these, or any other concerning signs develop, then you should contact your doctor for further advice.*

Thank you

Miss Cheryl Payne  
Headteacher

<b>ACCIDENT/INCIDENT/ ILLNESS REPORT SLIP</b>		Pupil's Name		Date
				Time
				Class
Location and details of accident/incident/illness				
Head Injury		Sprains/Twists		Parent/Carer Contacted
Asthma		Nosebleed		Unable to contact Parent
Bump/Bruise		Stomach Pains/Upset Tummy		Well enough to remain in school after First Aid
Cut/Graze		Mouth Injury/Tooth Ache/ Loose or Missing Tooth		<b>IMPORTANT</b> Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.
Headache/High Temperature		TLC Applied		
Vomiting/Nausea		Collected from school		Authorised Signature
Details of Treatment and Additional Comments				

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