



Managing Medicines Policy

Introduction

This policy puts in place effective management systems to support children with individual medical needs at Wellacre Academy. It is based on advice and guidance from SUPPORTING STUDENTS AT SCHOOL WITH MEDICAL CONDITIONS (December 2015).

It provides a basis for ensuring that children with medical needs receive proper care and support at Wellacre Academy. This guidance is not a definitive interpretation of the law. Interpreting the law is a matter for the courts alone.

Children with Medical Needs

Wellacre is a fully Inclusive Academy where children with medical needs have the same rights of admission as other children. The whole school environment is inclusive and favourable to students with medical conditions; this includes the physical environment, as well as social, sporting and educational activities. Wellacre makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits. We make sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.

Most children will at some time have short- term medical needs, perhaps finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled epilepsy or cystic fibrosis.

Others may require medicines in particular circumstances, such as children with severe allergies who may need an adrenaline injection. Children with severe asthma may have a need for daily inhalers and additional doses during an attack.

Most children with medical needs are able to attend school regularly and can take part in normal activities, sometimes with some support. However, staff may need to take extra care in supervising some activities to make sure that these children, and others, are not put at risk.

An individual health care plan can help staff identify the necessary safety measures to support children with medical needs and ensure that they and others are not put at risk.

Attendance

All academy staff understand that frequent absences may be due to a student's medical condition. Wellacre will not penalise students for their attendance if their absences relate to a genuine medical condition which can be evidenced upon request. Students with medical conditions who are finding it difficult to keep up educationally will be referred to the SENDCo or School Nurse who will liaise with the student (where appropriate), parent/carer and healthcare professional as appropriate.

Support for Children with Medical Needs

Wellacre staff are aware of the common triggers that can make common medical conditions worse or can bring on an emergency and have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. Individual student Healthcare Plans detail triggers and details how to make sure the student remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of students with medical needs. Wellacre reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

Parents have the prime responsibility for their child's health and should provide the Academy with information about their child's medical condition. Parents, and the child, if appropriate, should obtain details/Health Care plans from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse may also provide additional background information for staff.

There is no legal duty that requires the Academy to administer medicines. Wellacre Academy has developed roles for support staff that build the administration of medicines into their core job description.

At Wellacre Academy Medicines should only be distributed by the designated support staff after written consent has been obtained.

Roles and Responsibilities

The Academy Leadership Team have a responsibility to:

- Arrange training for first aiders and appointed persons.
- Where first aid qualifications are due to expire ensure that refresher training is completed or that a replacement first aider/appointed person is appropriately trained.
- Ensure the annual medical conditions training is undertaken by all teaching and support staff including but not limited to epipen use, asthma, diabetes, and epilepsy.
- Maintain a record of medical conditions training.

The SENDCO (Special Educational Needs Co-ordinator) has the responsibility to:

- Update the school's Managing Medicines Policy.
- Know which students have a medical condition and which have special educational needs because of their condition and share this information with staff.
- Ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or coursework.
- Ensure that those students with medical conditions have a Healthcare Plan and that parents/carers have the opportunity to review this on at least an annual basis as required.
- Liaise with the school nurse regarding students' medical conditions and Healthcare Plans.

First aiders/appointed persons 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.
- Record first aid/medical incidents in the school's record system.
- Keep accurate records.
- Ensure the correct storage of medication at school.
- Ensure that expiry dates for all medications are checked three times a year.
- Ensure that all emergency and non-emergency medication brought into school is clearly labelled. with the students name, the name and dose of the medication and the frequency of the dose.
- Provide an up to date and accurate list of students with medical needs.

Teachers have a responsibility to:

- Ensure students who have been unwell catch up on missed school work.
- Be aware that medical conditions can affect a student's learning and provide extra help when students need it.
- Liaise with parent/carers, the student's healthcare professionals, SENDCo, Head of House and welfare officers if a child is falling behind with their work because of their condition.
- Use opportunities such as RESPECT and other areas of the curriculum to raise awareness about medical conditions.

PE teachers have a responsibility to:

- Ensure students with asthma are not forced to take part in activities if they feel unwell but are not excluded from activities if their asthma is well controlled.
- Ensure students known to have asthma carry prescribed inhalers and are allowed to use them when needed.
- If a student known to have asthma is showing symptoms during an activity, allow them to stop and self-medicate.
- Remind students whose symptoms are triggered by exercise to use their reliever inhaler immediately.

We understand the importance of all students taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all students. This includes out-of-school clubs and team sports. This school understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these. This school makes sure that students have the appropriate medication/equipment/food with them during physical activity

Parents/carers have a responsibility to:

- Tell the Academy if their child has a medical condition.
- Ensure the Academy has a complete and up-to-date Healthcare Plan for their child as required.
- Inform the Academy about the medication their child requires during academy hours.
- Inform the Academy of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.
- Tell the Academy about any changes to their child's medication, what they take, when, and how much.
- Inform the Academy of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name.

- Ensure that their child's medication is within expiry dates.
- Keep their child at home if he/she is not well enough to attend school.
- Ensure their child catches up on any school work missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- Ensure their child has written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

Students have a responsibility to:

- Treat other students with and without a medical condition equally.
- Tell their parents/carers, teacher or nearest staff member when they are not feeling well.
- Let a member of staff know if another student is feeling unwell.
- Let any student take their medication when they need it, and ensure a member of staff is called.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- If mature and old enough, know how to take their own medication and take it when they need it.
- Ensure a member of staff is called in an emergency situation.
- Catch up on any missed school work.

The Academy Nurse has a responsibility to:

- Help update the academy's Managing Medicines Policy.
- Help provide regular training for academy staff in managing the most common medical conditions at school.
- Provide information about where the school can access other specialist training.

Prescribed Medicines

Parents should provide full information about their child's medical needs; including about the medicines their child needs (**Forms 4 and 5**).

Where a prescribed medicine is administered to a child it should be recorded on **Form 6**.

Medicines should only be taken to the Academy when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day'. The Academy will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.

Schools and settings should never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours.

Non-Prescription Medicines

Staff should **never** give a non-prescribed medicine to a child unless there is specific prior written permission from the parents (**see Form 4 and 5**).

Where a non-prescribed medicine is administered to a child it should be recorded on **Form 6** and the parents informed in advance. If a child suffers regularly from frequent or acute pain the parents should be encouraged to refer the matter to the child's GP.

A child under 16 should never be given aspirin-containing medicine unless prescribed by a doctor.

Short-Term Medical Needs

Many children will need to take medicines during the day at some time during their time at the Academy. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent. However, such medicines should only be taken into the Academy where it would be detrimental to a child's health if it were not administered during the day.

Long-Term Medical Needs

It is important to have sufficient information about the medical condition of any child with long-term medical needs. If a child's medical needs are inadequately supported this may have a significant impact on a child's experiences and the way they function in or out the Academy.

The Academy need to know about any particular needs before a child is admitted, or when a child first develops a medical need. For children who attend hospital appointments on a regular basis, special arrangements may also be necessary. It is often helpful to develop a written Healthcare Plan for such children using information provided by the relevant health professionals. See **Form 3** (Healthcare Plan).

Specific Medical Conditions

Asthma

Students with Asthma at Wellacre are identified in line with all students with medical needs on the medical register. Annual training is provided for all staff by the school nurse service specifically around meeting the needs of students with Asthma. In order to further support staff, Wellacre has an Asthma policy that has been written in partnership with the school nurse service and provides practical advice around working with students with Asthma (Appendix A and Ai)

Allergies/ Anaphylaxis / Adrenaline Devices

Students who have allergies that require them to carry Adrenaline Devices in school, also have a second device kept in the first aid office with a copy of their Individual Healthcare Plan. These students are regularly reviewed by the school nursing service and are highlighted on the Medical Needs Register. Academy Staff receive annual training around use of Adrenaline devices and an attendance record is kept.

Diabetes

Wellacre understands the impact that Diabetes can have on learning and that if the disease is not well managed a child might not achieve their full academic potential. Diabetic children can have difficulties with attention, memory, processing speed, planning and organising and perceptual skills. For these reasons, it's crucial that students are supported to manage their Diabetes in all aspects of their life, including their time at school.

Students with Diabetes are well supported at Wellacre with Individual Healthcare Plans and highlighted on the Medical Needs Register. Two first aid staff complete training annually in partnership with the Royal Manchester Children's Hospital Diabetes team and a member of our Learning Support team is identified as the central link for these students, parents and Diabetes professionals. Reasonable adjustments are made for those students with Diabetes on a day- to-day basis with close parent-school communication being paramount to enabling such students to feel fully supported

External advice and support is sought from diabetes UK using the links below;

www.diabetes.org.uk/school

<https://youtu.be/7KoCDLVJCYA>

Administering Medicines

No child under 16 should be given medicines without their parent's written consent. Any member of staff giving medicines to a child should check:

- the child's name
- prescribed dose
- expiry date
- written instructions provided by the prescriber on the label or container.

If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with the academy nurse.

Designated support staff must complete and sign a record each time they give medicine to a child.

Form 6. Good records help demonstrate that staff have exercised a duty of care.

Self-Management

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age and schools should encourage this. The age at which children are ready to take care of, and be responsible for, their own medicines, varies. As children grow and develop they should be encouraged to participate in decisions about their medicines and to take responsibility.

Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. There may be circumstances where it is not appropriate for a child of any age to self-manage. Health professionals need to assess, with parents and children, the appropriate time to make this transition.

If children can take their medicines themselves, staff may only need to supervise.

A parental consent form is provided in **Form 7**.

Refusing Medicines

If a child refuses to take their medicine, staff should not force them to do so, but should note this in the records and parents should be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, the Academy's emergency procedures should be followed.

Record Keeping

Parents should tell the Academy about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However staff should make sure that this information is the same as that provided by the prescriber.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases it is necessary to check that written details include:

- name of child
- name of medicine
- dose
- method of administration
- time/frequency of administration
- any side effects
- expiry date

Parents should complete **Form 4** in these instances. Staff should check that any details provided by parents, or in particular cases by a paediatrician or specialist nurse, are consistent with the instructions on the container.

Educational Visits

It is good practice for schools to encourage children with medical needs to participate in safely managed visits. Schools and settings should consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. A risk assessment should also be completed.

Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor, a parent or another volunteer might be needed to accompany a particular child. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. A copy of any Healthcare Plans should be taken on visits in the event of the information being needed in an emergency.

If staff are concerned about whether they can provide for a child's safety or the safety of other children on a visit, they should seek parental views and medical advice from the school nurse service or the child's GP.

Sporting Activities

Most children with medical conditions can participate in physical activities and extra-curricular sport. There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. **Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan.**

Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers. **Staff supervising sporting activities should consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.**

Parents and Carers

It only requires one parent/carer to agree to or request that medicines are administered. As a matter of practicality, it is likely that this will be the parent with whom the Academy has day-to-day contact. Where parents disagree over medical support, the disagreement must be resolved by the Courts. The Academy will continue to administer the medicine in line with the consent given and in accordance with the prescriber's instructions, unless and until a Court decides otherwise.

For a child with medical needs, the Principal will need to agree with the parents exactly what support can be provided. Where parents' expectations appear unreasonable, the Principal should seek advice from the school nurse or doctor, the child's GP or other medical advisers.

Staff with children with medical needs in their class or group should be informed about the nature of the condition, and when and where the children may need extra attention.

All staff should be aware of the likelihood of an emergency arising and what action to take if one occurs. The child's parents and health professionals should provide this information on the Health Care plan.

Academy Staff Giving Medicines

Teachers' conditions of employment do not include giving or supervising a student taking medicines. Schools should ensure that they have sufficient members of support staff who are employed and appropriately trained to manage medicines as part of their duties. Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child should have appropriate training and guidance. They should also be 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.

Storing Medicines

Large volumes of medicines should not be stored. Staff should only store, supervise and administer medicine that has been prescribed for an individual child. Medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. This should be easy if medicines are only accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions. Where a child needs two or more prescribed medicines, each should be in a separate container. Non-healthcare staff should never transfer medicines from their original containers.

Children should know where their own medicines are stored and who holds the key. The Principal is responsible for making sure that medicines are stored safely.

Access to Medicines

Children need to have immediate access to their medicines when required. At Wellacre academy all medicines are stored in the Main School Office.

Disposal of Medicines

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.

Sharps boxes should always be used for the disposal of needles. Sharps boxes can be obtained by parents on prescription from the child's GP or paediatrician. Collection and disposal of the boxes should be arranged with the Local Authority's environmental services.

Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

Healthcare Plans

The main purpose of a Healthcare Plan for a child with medical needs is to identify the level of support that is needed. Not all children who have medical needs will require a Healthcare Plan.

A Healthcare Plan clarifies for staff, parents and the child the help that can be provided. It is important for staff to be guided by the child's GP or paediatrician via a Healthcare Plan.

Staff should judge each child's needs individually as children and young people vary in their ability to cope with poor health or a particular medical condition.

It is the responsibility of the parent/carer to ensure that the school has the relevant medical information from the child's GP/Clinician in order to create a Healthcare Plan. It is also the responsibility of the parent/carer to ensure that this information is up to date. The allocated member of staff who co-ordinates the medical register will work with parents/carers and the school nurse service to create each Healthcare Plan and will ensure that these are then shared with the relevant members of staff. A copy of each Healthcare Plan is kept in the main office.

Off-site education or work experience

Wellacre Academy is responsible for ensuring, under an employer's overall policy, that work experience placements are suitable for students with a particular medical condition.

This academy makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

Appendices

Appendix A – Asthma Policy, Training documents and Flowcharts

Appendix B – Medical forms

Appendix C – School Nurse training on Adrenaline devices

Appendix A



Asthma Policy

(This forms part of the wider Managing Medicines Policy)

Practical considerations and guidance for staff

- All students with Asthma must be highlighted on the class registers (Sims and Teacher Planners).
- Only blue inhalers (Salbutamol) are to be carried by students and used during Academy hours.
- If a student is feeling 'tight'/needs to take their inhaler/is having an asthma attack **they are not allowed to leave the room/stand outside/be sent to the office** (even with another student). First Aid must come to them.
- If you notice that a student is using their inhaler and they normally don't need to, it is advised that parents/guardians are informed as well as the student's Achievement Tutor and Learning Director.
- The physical positioning of a student with Asthma within each classroom must be considered. In the winter months the cold can affect a student's breathing and in the summer months the student can be affected by hay fever which could impact on their asthma.
- In any subject, where practical lessons are part of the curriculum (Science, DT etc.) the students need prior notice as smoke and smells can exacerbate their Asthma and alternative provision may need to be made.
- PE staff should ensure that inhalers are carried out to the field/astro/gym by a member of staff in a container. Students' names should be on their inhalers.
- Aerosols are not allowed to be used within the Academy.
- The Academy nurse meets with all year 7 students that have Asthma and advises them regarding self-management of their inhalers. These students may need support to take ownership of their Asthma.
- Students with Asthma are listed on the Medical Register and given laminated flashcards to alert teachers to their condition.

Steps when a student has an asthma attack (see also Asthma Flow Chart)

1. Keep calm and reassure the student
2. Encourage the student to sit up and slightly forward
3. Use the student's own inhaler; if not available use the emergency inhaler (one stored in the main office, one in 6th form reception).
4. Remain with the student while the inhaler is brought to them.
5. In the event of an Asthma attack it is better to use an inhaler with a spacer.
6. Immediately help the student to take two separate puffs of Salbutamol.
7. If there is no immediate improvement, continue to give two puffs at a time every two minutes up to a maximum of ten puffs.
8. Stay calm and reassure the student.
9. In the case of a student who has required ten puffs of Salbutamol inhaler, and has responded well, then the parents/guardian should be informed and the decision whether or not to seek further medical attention be made by them.
10. If the student does not feel better or respond to treatment before or after you have reached ten puffs of Salbutamol inhaler call 999 for an ambulance. The treatment can be repeated if an ambulance does not arrive within ten minutes. The student's parents/Guardian should be contacted also.

Using Inhalers/Emergency Inhalers

- An inhaler should be primed when first used by spraying two puffs as if the inhaler has not been used for a long period of time they can sometimes get blocked.
- Inhalers will be more effective during an Asthma attack if used with a spacer.
- Two emergency Asthma kits are kept on the Academy site. One in the main Academy office and one at the 6th form reception (additional kits are being ordered for key curriculum areas around the academy such as Science and PE).
- To avoid cross contamination, if a student needs to use the emergency inhaler, the spacer is to be taken home with the student afterwards and a new spacer should be ordered. The outer plastic case of the inhaler should be removed and washed and dried in the air and then the canister should be replaced.
- Use of the emergency inhaler should be recorded. This should include where and when the attack took place, how much medication was given and by whom.

Supporting Documents

Asthma Flowchart – see below

Asthma School Nurse training – see PowerPoint slides (appendix Ai)

WHAT TO DO IF A CHILD/YOUNG PERSON HAS A SEVERE ASTHMA ATTACK IN SCHOOL

If the child/young person (CYP) has any or all of the following systems

- The CYP is distressed with their breathing
- The CYP is unable to talk/speak in sentences
- The CYP is getting exhausted
- The blue inhaler has no effect

TREAT AS A SEVERE ASTHMA ATTACK

- Give 1 puff of the blue inhaler every minute until the ambulance arrives
- Keep calm!!
- Let CYP get in a comfortable position – usually sitting forward – **DO NOT LET THEM LIE DOWN**
- Stay with CYP and reassure them
- Get someone to call an ambulance then the parents/carer

When calling an ambulance remember to give the following information:

- Location – landmarks, best entrance to school etc.
- State CYP having an asthma attack
- Description of situation if able, i.e. age of CYP, symptoms, response to inhaler/medication given

Continue giving the inhaler, do not stop until the ambulance arrives

Asthma UK: www.asthma.org.uk

British Thoracic Society (2009) British Guidelines on the Management of Asthma. www.brit-thoracic.org.uk

Appendix B

FORMS

- Form 1** Admission Form (Data collection sheets)
- Form 2** Contacting Emergency Services (request for an ambulance)
- Form 3** Healthcare Plan
- Form 4** Parental agreement for school/setting to administer medicines
- Form 5** Head teacher / Head of setting agreement to administer
- Form 6:** Record of medicines administered to all children
- Form 7:** Request for child to carry his/her own medicine
- Form 8:** Staff training record - administration of medicines
- Form 9:** Asthma – Emergency treatment consent form



WELLACRE

Form 1: ADMISSION FORM

STUDENT DETAILS

Surname:	Date of birth:	
Forename:	Previous school:	
Middle name(s):	Home telephone:	
Current home address:		
Postcode:		
Ethnicity (please tick)		
<input type="radio"/> White British <input type="radio"/> White Irish <input type="radio"/> Any other White background <input type="radio"/> Gypsy Roma Traveller	<input type="radio"/> White and Black Caribbean <input type="radio"/> White and Black African <input type="radio"/> White and Asian <input type="radio"/> Any other Mixed background	<input type="radio"/> Indian <input type="radio"/> Pakistani <input type="radio"/> Any other Asian background <input type="radio"/> Black Caribbean <input type="radio"/> Black African <input type="radio"/> Any other Black background
Language spoken at home:		
Proficiency in English (please tick)	<input type="radio"/> New to English <input type="radio"/> Beginning to learn English <input type="radio"/> Basic understanding of English	<input type="radio"/> Confident <input type="radio"/> Fluent
How will the student travel to school (please tick):		
<input type="radio"/> Bus <input type="radio"/> Metro	<input type="radio"/> Car <input type="radio"/> Walk	<input type="radio"/> Cycle <input type="radio"/> Train

SPECIAL EDUCATIONAL NEEDS INFORMATION

Please list any Special Educational Needs (e.g. ADHD, Aspergers, Autism) that the Academy should be aware of:

Name, telephone number and address of your son's Doctor:

Please turn over



FORM 2 - Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

1. Your telephone number
2. Give your location as follows: **WELLACRE ACADEMY, IRLAM ROAD, FLIXTON**
3. State that the postcode is **M41 6AP**
4. Give exact location in the Academy
5. Give your name
6. Give name of child and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to _____

Speak clearly and slowly and be ready to repeat information if asked

Put a completed copy of this form by the telephone



FORM 3: HEALTHCARE PLAN

Name of Child..... **Year**.....

Form Group: **Date of birth:**.....

Child's Address:
.....
.....
.....

Medical Diagnosis /Condition
.....
.....

Date:

Review Date:

CONTACT INFORMATION

Family Contact 1

Name and relationship:.....

Phone number (work):

Phone number (home):.....

Phone number (mobile):.....

Family Contact 2

Name and relationship:.....

Phone number (work):

Phone number (home):.....

Phone number (mobile):.....

Clinic/Hospital Contact

Name of clinic and medical specialist:

Phone number:

GP

Name of doctor and practice:

Phone number:

Describe medical needs and give details of child's symptoms:

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

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

:.....
.....
.....
.....

Who is responsible in an Emergency: (State if different for off-site activities):

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

Date.....

Parent/Carer Signature.....



FORM 4: Parental agreement for Academy to administer medicine

Wellacre Academy will not give your child medicine unless you complete and sign this form. Medicines must be the original container as dispensed by the pharmacy. If more than one medicine is to be given a separate form should be completed for each one.

Name of Child: _____

Date of Birth: _____

Form: _____

Medical condition/illness: _____

Medicine

Name/Type of Medicine (as described on the container): _____

Expiry date: _____

Agreed review date to be initiated by [name of member of staff]: _____

Dosage and method: _____

Timing: _____

Special Precautions: _____

Are there any side effects that the Academy needs to know about? _____

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

Prescribed or None Prescribed Medicine? _____

Name and phone no. of GP: _____

Procedures to take in an Emergency: _____

Contact Details

Name: _____

Daytime Telephone No: _____

Relationship to Child: _____

I understand that I must deliver the medicine personally to the main school office and accept that this is a service that the Wellacre Academy is not obliged to undertake.

I understand that I must notify the Academy of any changes in writing.

Date: _____

Signature(s): _____

Relationship to child: _____

FORM 5

**Confirmation of the Principal's agreement to administer
medicine**

WELLACRE ACADEMY



It is agreed that..... *[name of child]* will receive
[quantity and name of medicine] every day at
[time medicine to be administered e.g. Lunchtime or afternoon break].

..... *[name of child]* will be given/supervised whilst
he/she takes their medication by
[name of member of staff].

This arrangement will continue until..... *[either end date
of course of medicine or until instructed by parents].*

Date:

Signed: Principal



FORM 7 Request for child to carry his/her medicine

THIS FORM MUST BE COMPLETED BY PARENTS/CARER

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

Child's Name:

Form:

Medical Condition:

Name of Medicine:

Dosage:

Procedures to be taken in an emergency:

.....
.....

Contact Information

Name:

Address:

Daytime Phone No:

Relationship to child:

I would like my son/daughter to keep his/her medicine on them for use as stated above.

Signed: **Date:**

FORM 8

Staff training record - Administration of Medicines



Name:

Type of training received:
.....

Date of training completed:

Training provided by:

Profession and title:

I confirm that _____ [*name of member of staff*] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated (please state how often)

Trainer's signature:

Date:
.....

I confirm that I have received the training detailed above.

Staff signature:

Date:

Suggested Review Date:



Consent Form Use of Emergency Salbutamol Inhaler

In the event of a student showing symptoms of asthma or having an asthma attack

1. I can confirm that my son has been diagnosed with asthma/ has been prescribed an inhaler
2. My son has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my son displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my son to receive salbutamol from an emergency salbutamol inhaler held by the school for emergencies. Please note that this form will remain valid for the duration of your son's education at Wellacre.

Signed:	
Print Name:	
Son's Name:	
Date:	

Parent/Carer Contact Details	
Home Telephone:	
Mobile:	
E-Mail:	