

PLASHET SCHOOL



Working together to promote & celebrate achievement

## **Plashet School Policy**

# **For Supporting Students at School with Medical Conditions**

**Applicable from November 2014**

## **Rationale**

Local Authorities and schools have a responsibility for the health and safety of students in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of students with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all students in the school. This may mean making special arrangements for particular students who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these students may need.

With effect from September 2014, The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Students with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of students have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent/carer who is responsible for the child's medication and should supply the school with information.

## **Policy Statement**

1. Plashet School is an inclusive community that aims to support and welcome students with medical conditions.
2. The school aims to provide all students with medical conditions the same opportunities as others at school.
3. The school ensures all staff understand their duty of care to students in the event of an emergency.
4. All staff should feel confident in knowing what to do in an emergency.
5. The school understands that certain medical conditions are serious and can be potentially life-threatening.
6. The school understands the importance of medication being taken as prescribed.
7. All staff understand the common medical conditions that affect children.
8. All staff are made aware of students with serious medical conditions and have access to Health Care Plans if required.
9. Key staff receive training on the impact medical conditions can have on students.
10. Staff should be vigilant in maintaining student confidentiality.

## **1. Plashet School is an inclusive community that aims to support and welcome students with medical conditions.**

- a. Plashet School understands that it has a responsibility to make the school welcoming and supportive to students with medical conditions who currently attend and to those who may enrol in the future.
- b. Plashet School aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:
  - Be healthy
  - Stay safe
  - Enjoy and achieve
  - Make a positive contribution
  - Achieve economic well-being
- c. Students with medical conditions are encouraged to take control of their condition.
- d. Students feel confident in the support they receive from the school to help them do this.
- e. Plashet School aims to include all students with medical conditions in all school activities where and when it is safe for them to participate.
- f. Plashet School ensures all staff understand their duty of care to children and young people in the event of an emergency.
- g. All staff feel confident in knowing what to do in an emergency.
- h. Plashet School understands that certain medical conditions are serious and can be potentially life-threatening, particularly if poorly managed or misunderstood.

## **2. The medical conditions policy is supported by a clear communication plan for staff, parents and students to ensure its full implementation**

- a. Parents are informed about the medical conditions policy :
  - At the start of the school year when communication is sent out about healthcare plans
  - In the school newsletter at intervals in the school year
  - When their child is enrolled as a new student
  - Via the school's website, where it is available
- b. School staff are informed and reminded about the medical policy
  - Via online school medical register
  - At scheduled medical conditions training

## **3. First Aid trained staff understand and are trained in what to do in an emergency for common or serious medical conditions**

- a. First Aid trained staff are aware of the most common serious medical conditions at this school
- b. Staff at Plashet School understand their duty of care to students in the event of an emergency. In an emergency situation, school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- c. First Aid trained and PE staff who work with groups of students at this school know what to do in an emergency for the students in their care with medical conditions.
- d. Training is refreshed for first aiders and PE staff at least once a year.
- e. Information on action for staff to take in an emergency for asthma, epilepsy, anaphylaxis and diabetes is displayed in the staff room, PE department and food preparation rooms
- f. See appendix 1 for Asthma awareness for school staff
- g. See appendix 2 for Epilepsy awareness for school staff

- h. See appendix 3 for Anaphylaxis awareness for staff
- i. See appendix 4 for Diabetes awareness and treatment information for staff
- j. See appendix 5 for the Paracetamol Policy

#### **4. All staff understand the school's general emergency procedures**

- a. All staff know what action to take in the event of a medical emergency. This includes:
  - How to contact emergency services and what information to give
  - How to contact a first aid member of staff or the School Nurse
- b. Training is refreshed for all staff at least once a year.
- c. Action to take in a general medical emergency is displayed in prominent locations for staff, i.e. the staff room, the PE department and food preparation rooms.
- d. If a student needs to be taken to hospital, a member of staff will accompany them if parents are unavailable or the school will ask parent to meet the ambulance at Accident & Emergency.
- e. Staff should not take students to hospital in their own car.

#### **5. The school has clear guidance on the administration of medication at school**

##### **a. Administration - emergency medication**

- All students at this school with medical conditions have easy access to their emergency medication.
- All students are encouraged to carry and administer their own emergency medication, i.e., inhalers, EpiPens and insulin with a spare being kept in the school nurse's office.
- Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

##### **b. Administration - general**

- All use of medication defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of the School Nurse.
- Plashet School understands the importance of medication being taken as prescribed.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so.
- The School Nurse is qualified to administer medication.
- For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to students under the age of 16, but only with the written consent of the student's parent.
- Training is given to all staff members who agree to administer medication to students, where specific training is needed. The local authority provides full indemnity.
- Parents at Plashet School understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- Offsite and Residential Visits - The school has a responsibility to ensure the health and safety of anyone taking part in off-site activities. All staff, whether first aid trained or not, who are attending off-site visits should be aware of any students with medical conditions and the associated information about how to act in an emergency. This should be addressed in the risk assessment for off-site activities.

Students with medical needs should be included in educational visits as far as this is reasonably practicable. School staff should discuss any issues with parents and the School Nurse in suitable time so that extra measures can be put in place prior to the visit. All staff attending off-site visits are aware of any students with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. Parents are sent a "Parent Consent Form/Medical Questionnaire" (Appendix 6) to be completed and returned before a residential trip which provides up to date information about the student's current condition, their overall health and any medication which would normally be taken outside school hours. These are taken by a member of staff taking part in the visit and should be accompanied by a copy of the student's Health Care Plan, if one is in place. Parents should ensure a sufficient supply of medication is available for the duration of the trip.

## **6. Plashet School has clear guidance on the storage of medication at school**

### **a. Safe storage – emergency medication (EpiPens)**

- Emergency medication is readily available to students who require it at all times in student services during the school day. If the emergency medication is a controlled drug and needs to be kept locked, the keys are readily available from the School Nurse.
- All students carry their own EpiPens at all times and a spare is kept in student services.
- Students are reminded to carry their emergency medication with them.

### **b. Safe storage – non emergency medication**

- All non-emergency medication is kept in a lockable cupboard in the school nurse's office. Students with medical conditions know where their medication is stored and how to access it.
- Staff ensure that medication is only accessible to those for whom it is prescribed.

### **c. Safe storage – general**

- The School Nurse ensures the correct storage of medication at school
- The School Nurse checks the expiry dates for all medication stored at school three times a year
- The School Nurse, along with the parents of students with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the student's name, the name and dose of medication and the frequency of dose. This includes all medication that students carry themselves
- Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled in the medical room.
- This is in a secure area, inaccessible to unsupervised students.
- It is the parents' responsibility to ensure new and in date medication comes into school on the first day of the new academic year

### **d. Safe disposal**

- Parents are asked to collect out of date medication.

- If parents do not collect out of date medication, it is taken to a local pharmacy for safe disposal.
- The School Nurse is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year.

## **7. Plashet School has clear guidance about record keeping**

### **a. Enrolment forms**

- Parents at Plashet School are asked if their child has any health conditions on the enrolment form, which is filled out at the start of each school year. Parents of new students starting at other times during the year are also asked to provide this information on enrolment forms.

### **b. Healthcare Plans**

- Plashet School uses a healthcare plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. These healthcare plans are held in the School Nurse's office.
- A healthcare plan, accompanied by an explanation of why and how it is used, is sent to all parents of students with a long term medical condition. This is sent :
  - At the start of the school year
  - At enrolment
  - When a diagnosis is first communicated to the school
- If a student has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent home for completion.
- Parents are regularly reminded to inform the School Nurse if their child has a medical emergency or if there have been changes to their symptoms, or if their medication and treatments change. This is to ensure the healthcare plans can be updated accordingly.

### **c. School Medical register**

- Healthcare plans are used to create a centralised register of students with medical needs. The School Nurse has responsibility for the register at Plashet School.

## **8. Plashet School ensures that 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**

### **a. Physical environment**

- This school is committed to providing a physical environment that is accessible to students with medical conditions.

### **b. Exercise and physical activity**

- This school understands the importance of all students taking part in sports, games and activities.
- Plashet School ensures classroom teachers and PE staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students.
- Teachers and PE staff are aware of students in their care who have been advised to avoid or take special precautions with particular activities.
- Plashet School ensures PE staff are aware of the potential triggers for students' medical conditions when exercising and how to minimise these triggers.

### **c. Education and learning**

- Plashet School ensures that students with medical conditions can participate fully in all aspects of the curriculum and ensures appropriate adjustments and extra support are provided.
- Staff are aware of the potential for students with medical conditions to have special educational needs (SEND). Students with medical conditions who are finding it difficult to keep up with their studies are referred to the school's SENCO. The SENCO consults the student, parents and student's healthcare professional to ensure the effect of the student's condition on their schoolwork is properly considered.

## **9. Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy**

- This school works in partnership with all interested and relevant parties including all school staff, parents, employers and community healthcare professionals to ensure the policy is planned, implemented and maintained successfully.
- The following roles and responsibilities are used for the medical policy at this school. These roles are understood and communicated regularly.

### **a. Employer**

- Plashet School's employer has a responsibility to:
  - Ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all students). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.
  - Ensure the medical policy is effectively monitored and evaluated and regularly updated.
  - Provide indemnity to staff who volunteer to administer medication to students with medical conditions.

## **b. Head Teacher**

- Plashet School's Head Teacher has a responsibility to:
  - Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
  - Liaise between interested parties including students, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents and governors.
  - Ensure the policy is put into action, with good communication of the policy to all.
  - Ensure every aspect of the policy is maintained.
  - Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using students' healthcare plans.
  - Ensure student confidentiality.
  - Assess the training and development needs of staff and arrange for them to be met.
  - Ensure all supply staff and new teachers know the medical conditions policy.
  - Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.

## **c. All school staff**

- All staff at Plashet School have a responsibility to :
  - Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
  - Understand the medical policy.
  - Know which students in their care have a medical condition.
  - Allow all students to have immediate access to their emergency medication.
  - Maintain effective communication with parents including informing them if their child has been unwell at school.
  - Ensure students who carry their medication with them have it when they go on a school visit or out of the classroom.
  - Be aware of students with medical conditions who may be experiencing bullying or need extra social support.
  - Ensure all students with medical conditions are not excluded unnecessarily from activities in which they wish to take part.
  - Ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

## **d. Teaching staff**

- Teachers at this school 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 parents, the student's healthcare professional and special educational needs coordinator if a student is falling behind with their work because of their condition.

## **e. School Nurse**

- The School Nurse at Plashet has a responsibility to:
  - Update the school's medical conditions policy.



- Provide regular training for school staff in managing the most common medical conditions in school.
- Provide information about where the school can access other specialist training.
- Ensure healthcare plans are completed and reviewed annually.
- Check medication held in school termly for expiry dates and dispose of accordingly
- Administer medication to students as prescribed.

#### **f. First aiders**

- First aiders at this school have a responsibility to:
  - Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
  - When necessary, ensure that an ambulance or other professional medical help is called.

#### **g. Special Educational Needs coordinators**

- SENs at this school have a responsibility to:
  - Help update the school's medical condition policy.
  - Know which students have a medical condition and which have special educational needs because of their condition.
  - Ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in examinations or for coursework.

#### **h. Local doctors and specialist healthcare professionals**

- Individual doctors and specialist healthcare professionals caring for students who attend this school, have a responsibility to:
  - Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours.
  - Ensure the child or young person knows how to take their medication effectively.
  - Ensure children and young people have regular reviews of their condition and their medication.
  - Provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the student and their parents).

#### **i. Students**

- The students at this school have a responsibility to:
  - Treat other students with and without a medical condition equally.
  - Tell their parents, teacher or nearest staff member when they are not feeling well.
  - Let a member of staff know if another student is feeling unwell.
  - Treat all medication with respect.
  - Know how to gain access to their medication in an emergency.
  - Ensure a member of staff is called in an emergency situation.

#### **j. Parents\***

- The parents of a student at this school have a responsibility to:
  - Tell the school if their child has a medical condition.
  - Ensure the school has a complete and up-to-date healthcare plan for their child.

- Inform the school about the medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.
- Tell the school about any changes to their child's medication, what they take, when and how much.
- Inform the school of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name.
- Provide the school with appropriate spare medication labelled with their child's full name.
- Ensure medication is within expiry dates.
- Keep their child at home if they are not well enough to attend school.
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

\*The term 'parent' implies any person or body with parental responsibility such as foster parent or carer.

## **Appendix 1 - Asthma awareness for school staff**

### ➤ **What to do in an asthma attack**

- Encourage the child or young person to sit up and slightly forward.
- Make sure the child or young person takes two puffs of reliever inhaler (usually blue) immediately – preferably through a spacer.
- Ensure tight clothing is loosened.
- Reassure the child.
- Ring student services and ask for a first aider to come to the student.

### ➤ **If there is no immediate improvement**

- Continue to make sure the child or young person takes one puff of reliever inhaler every minute for five minutes or until their symptoms improve.

### ➤ **Call 999 or a doctor urgently if:**

- The child or young person's symptoms do not improve in 5–10 minutes.
- The child or young person is too breathless or exhausted to talk.
- The child or young person's lips are blue.
- You are in doubt.
- Ensure the child or young person takes one puff of their reliever inhaler every minute until the ambulance or doctor arrives.
- It is essential for people who work with children and young people with asthma to know how to recognise the signs of an asthma attack and what to do if they have an asthma attack.

### ➤ **Common signs of an asthma attack are:**

- Coughing
- Shortness of breath
- Wheezing
- Tightness in the chest
- Being unusually quiet
- Difficulty speaking in full sentences
- Sometimes younger children express feeling tight in the chest as a tummy ache.

### ➤ **After a minor asthma attack**

- Minor attacks should not interrupt the involvement of a student with asthma in school.
- When the student feels better, they can return to school activities.
- The parents/carers must always be told if their child has had an asthma attack.

### ➤ **Important things to remember in an asthma attack**

- Never leave a student having an asthma attack.
- If the student does not have their inhaler and/or spacer with them, send another teacher or student to their classroom or assigned room to get their spare inhaler and/or spacer.
- In an emergency situation, school staff are required under common law duty of care, to act like any reasonably prudent parent.
- Reliever medicine is very safe. During an asthma attack do not worry about a student overdosing.
- Send another student to get another teacher/adult if an ambulance needs to be called.
- Contact the student's parents or carers immediately after calling the ambulance/doctor.

- A member of staff should always accompany a student taken to hospital by ambulance and stay with them until their parent or carer arrives.
- Keep calm.

## Appendix 2 - Epilepsy awareness for school staff

### Complex partial seizures

- **Common symptoms**
  - The person is not aware of their surroundings or of what they are doing
  - Plucking at their clothes
  - Smacking their lips
  - Swallowing repeatedly
  - Wandering around
- **Ring student services and ask for a first aider to come to the student**
- **Call 999 for an ambulance if...**
  - You know it is the person's first seizure
  - The seizure continues for more than five minutes
  - The person is injured during the seizure
  - You believe the person needs urgent medical attention
- **Do...**
  - Guide the person from danger
  - Stay with the person until recovery is complete
  - Be calmly reassuring
- **Don't...**
  - Restrain the person
  - Act in a way that could frighten them, such as making abrupt movements or shouting at them
  - Assume the person is aware of what is happening, or what has happened
  - Give the person anything to eat or drink until they are fully recovered
  - Attempt to bring them round
  - Explain anything that they may have missed

### Tonic-clonic seizures

- Common symptoms:
  - the person goes stiff
  - loss of consciousness
  - falls to the floor
- **Do...**
  - Protect the person from injury (remove any harmful objects nearby)
  - Cushion their head
  - Look for an epilepsy identity card/identity jewellery
  - Aid breathing by gently placing the person in the recovery position when the seizure has finished
  - Stay with them until recovery is complete
  - Be calmly reassuring
- **Don't...**
  - Restrain the person's movements

- Put anything in their mouth
- Try to move them unless they are in danger
- Give them anything to eat or drink until they are fully recovered
- Attempt to bring them round
- **Call 999 for an ambulance if...**
  - You know it is the person's first seizure
  - The seizure continues for more than five minutes
  - One seizure follows another without the person regaining consciousness between seizures
  - The person is injured
  - You believe the person needs urgent medical treatment

## **Appendix 3 - Anaphylaxis awareness for staff**

### **Anaphylaxis - Symptoms of allergic reactions**

#### **Ear/Nose/Throat - Symptoms:**

- Runny or blocked nose, itchy nose, sneezing, painful sinuses, headaches, post nasal drip, loss of sense of smell/taste, sore throat/swollen larynx (voice box), itchy mouth and/or throat and blocked ears.

#### **Eye - Symptoms:**

- Watery, itchy, prickly, red, swollen eyes. Allergic 'shiners' (dark areas under the eyes due to blocked sinuses).

#### **Airway - Symptoms:**

- Wheezy breathing, difficulty in breathing and or coughing (especially at night time).

#### **Digestion:**

- Swollen lips, tongue, itchy tongue, stomach ache, feeling sick, vomiting, constipation and/or diarrhoea.

#### **Skin:**

- Urticaria - wheals or hives; bumpy, itchy raised areas and/or rashes.
- Eczema -cracked, dry, weepy or broken skin. Red cheeks.
- Angioedema - painful swelling of the deep layers of the skin.

#### **Symptoms of Severe Reaction/Anaphylaxis:**

- These could include any of the above together with:
  - Difficulty in swallowing or speaking.
  - Difficulty in breathing - severe asthma
  - Swelling of the throat and mouth
  - Hives anywhere on the body or generalized flushing of the skin
  - Abdominal cramps, nausea and vomiting
  - Sudden feeling of weakness (drop in blood pressure)
  - Alterations in heart rate (fast pulse)
  - Sense of impending doom (anxiety/panic)
  - Collapse and unconsciousness

### **TREATMENT**

- Ring student services and ask for first aider to come to student
- Send a student or member of staff to student services to collect second EpiPen and to ask them to ring for an ambulance and parents.
- If student is conscious, keep them in an upright position to aid breathing. If unconscious, place in recovery position.
- If student is conscious and alert, ask them to self-administer their EpiPen. If student is unconscious, trained member of staff to administer EpiPen as per training. Record time of giving.
- If no improvement within 5 minutes, second EpiPen to be administered.
- Keep used EpiPens and give to paramedics when they arrive.

## Appendix 4 - Diabetes awareness and treatment information for staff

### What is it?

- Abnormal fluctuations in blood sugar can lead to someone with diabetes becoming unwell and, if untreated, losing consciousness.
- There are two conditions associated with diabetes - hyperglycaemia (high blood sugar) and hypoglycaemia (low blood sugar).
- Hypoglycaemia is the more common emergency; it affects brain function and can lead to unconsciousness if untreated.

### Signs and symptoms:

- **Hypoglycaemia**
  - Hunger
  - Feeling 'weak' and confused
  - Sweating
  - Dry, pale skin
  - Shallow breathing
- **Hyperglycaemia**
  - Thirst
  - Vomiting
  - Fruity/sweet breath
  - Rapid, weak pulse

### First aid aims

- **Hypoglycaemia:**
  - Raise blood sugar level as quickly as possible
  - Get casualty to hospital, if necessary
- **Hyperglycaemia**
  - Get casualty to hospital as soon as possible

### Treatment

- **Hypoglycaemia**
  - Sit casualty down
  - If conscious, give them a sugary drink, chocolate or other sugary food
  - If there's an improvement, offer more to eat or drink. Help the casualty to find their glucose testing kit to check their level. Advise them to rest and see their doctor as soon as possible.
  - If consciousness is impaired, do not give them anything to eat or drink. Dial 999 for an ambulance
- **Hyperglycaemia**
  - **Call 999 immediately**
  - **Further actions if the casualty loses consciousness:**
    - Open airway and check breathing
    - Place them in recovery position
    - Prepare to give resuscitation



## Appendix 5 - Paracetamol Policy

- a. It is a legal requirement that we have parents' written permission in order to administer any pain relief medication.
- b. Paracetamol is a widely used drug for controlling pain and reducing temperature. Despite its prevalence, it can be very dangerous if taken inappropriately. Overdose requires immediate medical attention.
- c. It is not recommended to allow children to carry Paracetamol around the school with them.
- d. If, on occasion, a student needs to take a Paracetamol for pain relief, the School Nurse will be happy to do this. Letters with a permission tear-off slip are sent out to parents before a student joins the school. In addition to this written permission, we will phone parents at the time to check that they are happy for us to give Paracetamol and confirm the dosage. If we do not have your written permission the school will not administer Paracetamol.
- e. For older students, it is sometimes appropriate to give Paracetamol to control specific pain such as migraine or period pain. Schools administering Paracetamol to children over 10 should adhere to the following conditions:
  - The member of staff responsible for giving medicines must be wary of routinely giving Paracetamol to children.
  - If a student complains of pain as soon as they arrive at school and asks for painkillers, it is not advisable to give Paracetamol straight away. There should be at least four hours between any two doses of medicines containing Paracetamol. No more than four doses of any remedy containing Paracetamol should be taken in any 24 hours. Always consider whether the student may have been given a dose of Paracetamol before coming to school. Many non-prescription remedies such as Beecham's Powders, Boots pain relief syrup for children, Lemsip, Night Nurse, Vicks Cold Care, etc., contain Paracetamol. If Paracetamol tablets are taken soon after taking these remedies, it could cause an unintended overdose.
  - The student is first encouraged to get some fresh air/have a drink/something to eat/take a walk/sit in the shade (as appropriate) and Paracetamol is only considered if these actions do not work.
  - There must be prior written parental consent and verbal consent from the parent or carer on the day.
  - Only standard Paracetamol tablets may be administered. Combination drugs, those which contain other drugs besides Paracetamol, must not be administered.
  - Paracetamol must be stored securely as all other medicines are stored and should not be kept in first aid boxes.
  - Students can only be given **one** dose during the school day: one 500mg tablet for children who are 12 or under; two 500mg tablets for children over 12. If this does not relieve the pain, contact the parent or the emergency contact.
  - The member of staff responsible for giving medicines must witness the student taking the Paracetamol, and make a record of it.
  - The student should be made aware that Paracetamol should only be taken when absolutely necessary; that it is an ingredient in many cold and headache remedies and that great care should be taken to avoid overdosing.

f. **Paracetamol on Residential Visits**

- If a student becomes unwell during a residential visit, it may be appropriate to administer Paracetamol. The general guidance on Paracetamol (above) should be followed but on a residential visit, it may be appropriate to administer more than one dose. Dosage must be strictly followed according to the instructions on the packaging. Should Paracetamol fail to alleviate symptoms and/or should staff have any concerns about a student's condition, they should not hesitate to get professional medical attention.

g. **Keeping Supplies of Paracetamol**

- A small supply of Paracetamol is kept in the School Nurse's office.
- A small supply of Paracetamol or similar medication may be sent in with your child when she starts school. These should be clearly labelled with the child's name; it will be kept in the locked medical cabinet in the School Nurse's office.
- If a student needs to take a course of prescribed medication, a "Request for School to Administer Medication" form must be completed by the parent or carer giving the prescriber's instructions, for a member of staff to administer.

**Appendix 6**

**PLASHET SCHOOL MEDICAL INFORMATION FORM  
Private & Confidential**

**Information provided on this form will only be used by the School Nurse**

**NAME:** ..... **DoB:** .....

**FORM:** .....

**GP (name, address & telephone number)**

.....

.....Tel:.....

**1. STUDENTS HEALTH**

Does your daughter suffer now, or has in the past, from any of the following?  
Please tick the appropriate boxes.

	Past	Present		Past	Present
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	Sickle Cell Anaemia	<input type="checkbox"/>	<input type="checkbox"/>
Anaemia	<input type="checkbox"/>	<input type="checkbox"/>	Leukaemia	<input type="checkbox"/>	<input type="checkbox"/>
Convulsions / Fits	<input type="checkbox"/>	<input type="checkbox"/>	Serious illness	<input type="checkbox"/>	<input type="checkbox"/>
Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>	_____		
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Serious accident	<input type="checkbox"/>	<input type="checkbox"/>
Eczema	<input type="checkbox"/>	<input type="checkbox"/>	_____		

If you have ticked any of the boxes above, please give further details:

\_\_\_\_\_

\_\_\_\_\_

Is there any other medical information that you would like us to know about?

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2.

- Does your daughter wear a Hearing Aid    Yes        No
  - Does your daughter wear Contact Lenses    Yes        No
  - Does your daughter wear Glasses    Yes        No
- If yes, Sometimes     All the time

3. Do you as a parent / carer have any concerns regarding your daughter's weight?  
Yes        No        if yes please explain:

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Do you as a parent / carer have any objections to the school weighing your daughter for health reasons? If so, please state below.

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4. Does your daughter take any medicine regularly? If so please list.

Medicine name	Dose	Type of medicine i.e. inhaler, oral	At what time of the day

5. Would you like a MEDICAL AUTHORISATION FORM sent to yourself if your daughter needs to take medication in school?

Yes        No   

***(Please ask your daughter to return this form to her form tutor who will then pass it to the School Nurse).***

**Name:** \_\_\_\_\_    **Signed:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

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**PLASHET SCHOOL IMPORTANT INFORMATION**  
**(Please read and keep for your own reference)**

**Vaccinations offered**

- **Human Papillomavirus (HPV)** - against cervical cancer is offered to all students in year 8. This is a course of 3 injections given over a period of 6 months.
- **Diphtheria, Tetanus & Polio (DTP)** – single combined dose is routinely given to all Year 10 students. Most children are given these immunisations as babies (3 doses) and a booster before they start school. To ensure they remain protected another booster dose is required prior to leaving secondary school.

Consents forms which permit your child to have these vaccinations will be sent nearer the time.

**THE DEPARTMENT OF HEALTH RECOMMENDS BOTH THE ABOVE VACCINES TO ALL STUDENTS**

For all other childhood immunisations please check with your GP to ensure that they are up to date.

**Medical Authorisation Form (MAF)**

We can only permit the administration of any medication that is authorised by a parent/carer on completion of a **Medical Authorisation Form (MAF)**, available from the school). Any medicines to be administered must be reviewed by the school nurse school and will be stored where necessary.

The student may collect the medicine at the end of school to take home.

**Head lice**

Although head lice are more common in Primary Schools, all children can get them at any age. We recommend that you check your daughter's hair monthly and treat if necessary. If you require any advice regarding treatments, please contact the School Nurse.

**NB** - We do carry out random checks on students during their time here.

**General Health Checks**

It is recommended that all children have an annual **Eye test** at the Opticians and visit the **Dentist** every 6 months. These checks are all free for anyone until the age of 17.

If you have any **other** concerns regarding your daughter's health whilst she is attending Plashet School, please feel free to contact the school nurse direct on **020 8586 6148** anytime during school hours.

Thank you for your co-operation.