

# Barrow Hall Community Primary School

*"I am here to feel secure, to be valued and to learn"*



## Learning for Life

Creating opportunity,  
embracing difference,  
following dreams.

# Supporting Children with Medical Needs Policy

Date of Policy: September 2018

Date of Next Review: September 2019

This policy is written in line with the requirements of:-

Children and Families Act 2014 - section 100

Supporting pupils at school with medical conditions: statutory guidance for governing bodies of maintained schools and proprietors of academies in England, DfE Sept 2014  
0-25 SEND Code of Practice, DfE 2014

Mental Health and behaviour in schools: departmental advice for school staff, DfE June 2014

Equalities Act 2010

Schools Admissions Code, DfE 1 Feb 2010

This policy should be read in conjunction with the following school policies:  
SEND Policy/SEN Information Report, Safeguarding Policy and Procedure Document,  
Educational Visits Policy, Complaints Procedure

This policy was developed with governors and staff and with regard to information and advice received from parents and health care professionals and will be reviewed annually.

### **Definitions of medical Conditions**

Pupils' medical needs may be broadly summarised as being of two types:-

**Short-term:** affecting their participation at school because they are on a course of medication.

**Long-term:** potentially limiting access to education and requiring on-going support, medicines or care while at school to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances. It is important that parents/carers feel confident that the school will provide effective support for their child's medical condition and that pupils feel safe.

Some children with medical conditions may be considered disabled. Where this is the case governing bodies **must** comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have an Education, Health and Care Plan (EHCP). Where this is the case, this policy should be read in conjunction with the 0-25 SEND Code of Practice and the school's SEND policy / SEN Information Report. The individual healthcare plan will become part of the EHCP.

### **The statutory duty of the governing body**

The governing body remains legally responsible and accountable for fulfilling their statutory duty for supporting pupils at school with medical conditions. The governing body of Barrow Hall Community Primary School fulfils this by:

- Ensuring that arrangements are in place to support pupils with medical conditions. In doing so we will ensure that such children can access and enjoy the same opportunities at school as any other child;
- Taking into account that many medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than

others and therefore the focus is on the needs of each individual child and how their medical condition impacts on their school life;

- Ensuring that the arrangements give parents/carers and pupils confidence in the school's ability to provide effective support for medical conditions, should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. We will ensure that staff are properly trained to provide the support that pupils need;
- Ensuring that no child with a medical condition is denied admission, or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with safeguarding duties, we will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases, and reserve the right to refuse admittance to a child at times where it would be detrimental to the health of that child or others to do so;
- Ensuring that the arrangements put in place are sufficient to meet our statutory duties and ensure that policies, plans, procedures and systems are properly and effectively implemented;
- Developing a policy for supporting pupils with medical conditions that is reviewed regularly and accessible to parents/carers and school staff (this policy);
- Ensuring that the policy includes details on how the policy will be implemented effectively, including a named person who has overall responsibility for policy implementation (see section below on policy implementation);
- Ensuring that the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition (see section below on procedure to be followed when notifications is received that a pupil has a medical condition);
- Ensuring that the policy covers the role of individual healthcare plans, and who is responsible for their development, in supporting pupils at school with medical conditions (see section below on individual healthcare plans);
- Ensuring that the school policy clearly identifies the roles and responsibilities of all those involved in arrangements for supporting pupils at school with medical conditions and how they will be supported, how their training needs will be assessed and how and by whom training will be commissioned and provided (see section below on staff training and support);
- Ensuring that the school policy covers arrangements for children who are competent to manage their own health needs and medicines (see section below on the child's role in managing their own medical needs);
- Ensuring that the policy is clear about the procedures to be followed for managing medicines including the completion of written records (see section below on managing medicines on school premises);

- Ensuring that the policy sets out what should happen in an emergency situation (see section below on emergency procedures);
- Ensuring that the arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so (see section on day trips, residential trips and sporting activities);
- Considering whether to:
  - develop transport healthcare plans in conjunction with the LA for pupils with life-threatening conditions who use home- to- school transport if and where appropriate;
- Ensuring that the policy is explicit about what practice is not acceptable (see section on unacceptable practice);
- Ensuring that the appropriate level of insurance is in place and appropriate to the level of risk (see section on Liability and Indemnity);
- Ensuring that the policy sets out how complaints may be made and will be handled concerning the support to pupils with medical conditions (see section on complaints).

## **Policy implementation**

The statutory duty for making arrangements for supporting pupils at school with medical conditions rests with the governing body. The governing body has conferred the following functions of the implementation of this policy to the staff below, however, the governing body remains legally responsible and accountable for fulfilling our statutory duty.

The overall responsibility for the implementation of this policy is given to the Headteacher (Mr John Littler). They will also be responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in cases of staff absences or staff turnover to ensure that someone is always available and on-site with an appropriate level of training. He will be responsible for ensuring that supply teachers are briefed by Department Leaders.

The Educational Visits Co-ordinator (EVC, Mr Lea Shaw) is responsible for ensuring that risk assessments for school visits and other school activities outside of the normal timetable are prepared.

The Safeguarding Co-ordinator (Mrs Jan Shaw), will be responsible in conjunction with parents/carers, for drawing up, implementing and keeping under review the individual healthcare plan for each pupil and making sure relevant staff are aware of these plans

All members of staff are expected to show a commitment and awareness of pupils' medical conditions and the expectations of this policy. All new members of staff will be inducted into the arrangements and guidelines in this policy upon taking up their post.

## **Procedure to be followed when notification is received that a pupil has a medical condition**

This covers notification prior to admission, procedures to cover transitional arrangements between schools or alternative providers, and the process to be followed upon reintegration after a period of absence or when pupils' needs change. For children being admitted to Barrow Hall for the first time with good notification given, the arrangements will be in place for the start of the relevant school term. In other cases, such as a new diagnosis or a child moving to Barrow Hall mid-term, we will make every effort to ensure that arrangements are put in place within two weeks.

In making the arrangements, we will take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. We also acknowledge that some may be more obvious than others. We will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life. We aim to ensure that parents/carers and pupils can have confidence in our ability to provide effective support for medical conditions in school, so the arrangements will show an understanding of how medical conditions impact on the child's ability to learn, as well as increase their confidence and promote self-care.

We will ensure that staff are properly trained and supervised to support pupils' medical conditions and will be clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. We will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible. We will make sure that no child with a medical condition is denied admission or prevented from attending the school because arrangements for supporting their medical condition have not been made. However, in line with our safeguarding duties, we will ensure that all pupils' health is not put at unnecessary risk from, for example infectious disease. We will therefore not accept a child in school at times where it would be detrimental to the health of that child or others.

Barrow Hall does not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on available evidence. This would normally involve some form of medical evidence and consultation with parents/carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place. These discussions will be led by the Headteacher and following these discussion an individual healthcare plan will written in conjunction with the parent/carers by the Safeguarding Co-ordinator, and be put in place.

### **Individual healthcare plans**

Individual healthcare plans will help to ensure that Barrow Hall effectively supports pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all children will require one. The school, healthcare professional and parent/carer should agree, based on evidence, when a healthcare plan would be

inappropriate or disproportionate. If consensus cannot be reached, the Headteacher is best placed to take a final view. A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan is provided at annex A.

Individual healthcare plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the child effectively. The level of detail within the plan will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEND, but does not have an Education, Health and Care Plan (EHCP), their special educational needs should be mentioned in their individual healthcare plan.

Individual healthcare plans (and their review) should be drawn up in partnership between the school, parents/carers and a relevant healthcare professional eg school, specialist or children's community nurse, who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate. The aim should be to capture the steps which Barrow Hall should take to help manage their condition and overcome any potential barriers to getting the most from their education. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school.

Barrow Hall will ensure that individual healthcare plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed and reviewed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption. Where a child is returning to school following a period of hospital education or alternative provision, we will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

Form 1 and Form 2 will be used by Barrow Hall when creating an individual health care plan. They will include the following information:

- The medical condition, its triggers, signs, symptoms and treatments;
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues eg crowded corridors, travel time between lessons;
- Specific support for the pupil's educational, social and emotional needs - for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, support from Pupil Mentor;
- The level of support needed (many children can administer their own medication with an appropriate level of supervision) including in emergencies. ;
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;

- Who in the school needs to be aware of the child's condition and the support required;
- Arrangements for written permission from parents/carer and the Headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate eg, risk assessment;
- Where confidentiality issues are raised by the parent/child, the designated individual to be entrusted with information about the child's condition; and
- What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

## **Roles and responsibilities**

Please refer to the section on policy implementation for the functions that have been delegated to different, named members of staff at Barrow Hall.

In addition we can refer to the **Community Nursing Team** for support in drawing up Individual Healthcare Plans; to provide or commission specialist medical training; liaison with lead clinicians and advice or support in relation to pupils with medical conditions.

Other **healthcare professionals, including GPs and paediatricians** should notify the Community Nursing Team when a child has been identified as having a medical condition that will require support at school. Specialist local health teams may be able to provide support, and training to staff, for children with particular conditions (eg asthma, diabetes, epilepsy)

**Pupils** with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions, and can, for example, alert staff to the deteriorating condition or emergency need of pupils with medical conditions.

**Parents/carers** should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

**Local authorities** are commissioners of school nurses for maintained schools and academies. Under Section 10 of the Children Act 2004, they have a duty to promote co-operation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving the well-being of children with regard to their physical and mental health, and their education, training and recreation. Where pupils would not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements. Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from school for 15 days or more because of health needs.

**Providers of health services** should co-operate with schools that are supporting children with medical conditions. They can provide valuable support, information, advice and guidance to schools, and their staff, to support children with medical conditions at school.

**Clinical commissioning groups (CCGs)** commission other healthcare professionals such as specialist nurses. They have a reciprocal duty to co-operate under Section 10 of the Children Act 2004 (as described above for local authorities). The local Health and Well-being Board provides a forum for the local authority and CCGs to consider with other partners, including locally elected representatives, how to strengthen links between education, health and care settings.

The **Ofsted** inspection framework places a clear emphasis on meeting the needs of disabled children and pupils with SEN, and considering the quality of teaching and the progress made by these pupils. Inspectors are already briefed to consider the needs of pupils with chronic or long-term medical conditions alongside these groups and to report on how well their needs are being met. Schools are expected to have a policy dealing with medical needs and to be able to demonstrate that it is being implemented effectively.

### **Staff training and support**

The following staff have received First Aid Training:

<b>First Aider</b>	<b>Qualification</b>	<b>Date Qualified</b>	<b>Renewal Date</b>	<b>Company</b>
Jan Shaw	First Aid at Work	6 Nov 2015	6 Nov 2018*	Action Training
Lea Shaw	First Aid at Work	6 Nov 2015	6 Nov 2018*	Action Training
Nic Coley	First Aid at Work	10 Oct 2017	09 Oct 2020	Action Training
Andrea Brown	First Aid at Work	10 Oct 2016	09 Oct 2019	Action Training
Claire Lawton	Paediatric	17 Nov 2016	16 Nov 2019	Action Training
Jenni Hewitson	Paediatric	17Nov 2016	16 Nov 2019	Action Training
Pat Williams	Emergency	10 Oct 2016	09 Oct 2019	Action Training

Suzanne Sharkey	Emergency	10 Oct 2016	09 Oct 2019	Action Training
Lesley Snow	Emergency	10 Oct 2016	09 Oct 2019	Action Training
Emma Akrill	Paediatric	14 Dec 2017	13 Dec 2020	Action Training
Rachel Glover	Paediatric	12 Oct 2017	11 Oct 2020	Action Training
Anthony Dunleavy	Emergency Paed	09 March 2018	08 March 2021	Action Training
Chloe Butterworth	Paediatric	06 Oct 2016	05 Oct 2019	Apollo Training
Heather Flute	First Aid at Work	17 Nov 2017	16 Nov 2020	Apollo Training

\*Refresher training is booked for 6/7 November 2018

Named people for administering medicines:

Names as above, Administration Staff and Class Teachers

The following staff have received Specific/specialist training:

Jan Shaw: July 2015 – Asthma Training: Disseminated to Staff in February 2016 (to be updated 28.09.2018 – dissemination to staff will follow)

Most staff: 12 March 2018 – Epipen/Anaphylaxis Training

Most staff: March 2016 – Defibrillator Training

Form 6 will be used to record staff training for administration of medicines and /or medical procedures.

All staff who are required to provide support to pupils for medical conditions will be trained by healthcare professional qualified to do so. The training need will be identified by the healthcare professional during the development or review of the individual healthcare plan. We may choose to arrange training ourselves and will ensure that it remains up-to-date.

Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements set out in the individual healthcare plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans). A first aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the school nurse, can provide confirmation of proficiency of staff in a medical procedure, or in providing medication.

All staff will receive induction training and regular whole school awareness training so that all staff are aware of the school's policy for supporting pupils with medical conditions and their

role in implementing the policy. Mr J Littler, Headteacher, will seek advice from relevant healthcare professions about training needs, including preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents/carers will be asked for their views. They should provide specific advice, but should not be the sole trainer.

### **The child's role in managing their own medical needs**

If, after discussion with the parent/carer, it is agreed that the child is competent to administer his/her own medication with appropriate support, s/he will be encouraged to do so. This will be reflected in the individual healthcare plan.

All medicines are stored in the locked store cupboard close to the main school office. Children will be allowed access to their medication at all times. Barrow Hall does also recognise that children who administer their own medication, will require an appropriate level of supervision. If it is not appropriate for a child to administer their own medication, then relevant staff will help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents will be informed so that alternative options can be considered.

### **Managing medicines on school premises and record keeping**

At Barrow Hall, the following procedures are to be followed:

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so;
- No child should be given prescription or non-prescription medicines without their parent's/carer's written consent (see Form 2)
- School may agree to hold pain relief medication for acute conditions such as period pains or migraine that are not prescribed by a doctor. Hay fever medication that has not been prescribed by a doctor may be held in school. In both cases, Forms 1 and 2 must be completed. Pain medication containing aspirin will only be given if prescribed by a doctor. Medication, eg for pain relief, should never be administered without first checking maximum dosage and when the previous dose was taken. Parents should be informed;
- Where clinically possible, medicines should be prescribed in dose frequencies that enable them to be taken outside school hours; school will only administer medication eg antibiotics that need to be taken more than three times per day.
- Barrow Hall will only accept prescribed medicines, with written permission from parent/carer that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must be in-date, but will generally be

available to schools inside an insulin pen or a pump, rather than its original container;

- All medicines will be stored safely in a locked cupboard in the central area of the school. Children should know where their medicines are at all times and be allowed to access them immediately. All staff are aware of the location of relevant medication.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be in a readily available state. Each child's medication should be stored in a separate, named wallet containing a copy of Form 2 and Form 10.
- During school trips, a member of staff will carry all medical devices and medicines required;
- We will keep all controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff will have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in the school;
- Staff administering medicines should do so in accordance with the prescriber's instructions. Barrow Hall will keep a record (see Forms 4 and 10) of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted. Written records are kept of all medicines administered to children. These records offer protection to staff and children and provide evidence that agreed procedures have been followed;
- When no longer required, medicines should be returned to the parent/carer to arrange safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

### **Use of an emergency salbutamol inhaler**

We hold salbutamol inhalers for emergency use. These may be purchased at local pharmacies.

The Safeguarding Co-ordinator will be responsible for overseeing the protocol for use of the emergency inhaler, monitoring its implementation and maintaining the asthma inhaler. She is also responsible for the supply, storage, care and disposal of the inhalers and spacers.

There are two inhalers and 2 appropriate spacers in each department.

The emergency salbutamol inhalers may only be used by children:

- For whom written parental consent for use of the emergency inhaler has been given; (See Form 14: this is stored with a copy of the Individual Health Care Plan in the SEND/Safeguarding room)

- Who have either been diagnosed with asthma and prescribed an inhaler
- Who have been prescribed an inhaler as reliever medication.

They may be used in situations where the child's own inhaler is unavailable perhaps because it is broken or empty.

A record will be kept to show that a child has used an emergency inhaler and parents will be informed.

After use, the inhaler will be carefully washed and dried. The spacer must not be re-used and will be sent home with the child.

Relevant staff will be trained in their use.

### **Emergency procedures**

The Headteacher will ensure that arrangements are in place for dealing with emergencies for all school activities wherever they take place, including school trips within and outside the UK, as part of the general risk management process.

Where a child has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a child needs to be taken to hospital, staff should stay with the child until the parent/carer arrives, or accompany a child taken to hospital by ambulance. Schools need to ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems using Form 8.

### **Day trips, residential visits, and sporting activities**

We will actively support pupils with medical conditions to participate in day trips, residential visits and sporting activities by being flexible and making reasonable adjustments unless there is evidence from a clinician such as a GP that this is not possible.

We will always conduct a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions can be included safely. This will involve consultation with parents\carers and relevant healthcare professions and will be informed by Health and Safety Executive (HSE) guidance on school trips.

### **Other issues for consideration**

Where a pupil uses home-to-school transport arranged by the LA and they also have a medical condition which is life-threatening, we will share the pupil's individual healthcare plan with the local authority.

Barrow Hall Community Primary School has three defibrillators. One is stored in the Main Hall (to the left of the door as you enter the hall), one in the Year 6 shared area and one in the Year 1 shared area. Most staff have been trained to use it.

### **Unacceptable practice**

Although staff at Barrow Hall should use their discretion and judge each case on its merit with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents/carers; or ignore medical evidence or opinion (although this may be challenged);
- 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 healthcare plans;
- Penalise children for their attendance record if their absences are related to their medical condition, eg hospital appointments;
- Prevent pupils from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively;
- Require parents/carers, 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;
- Prevent children from participating, or creating unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

### **Liability and indemnity**

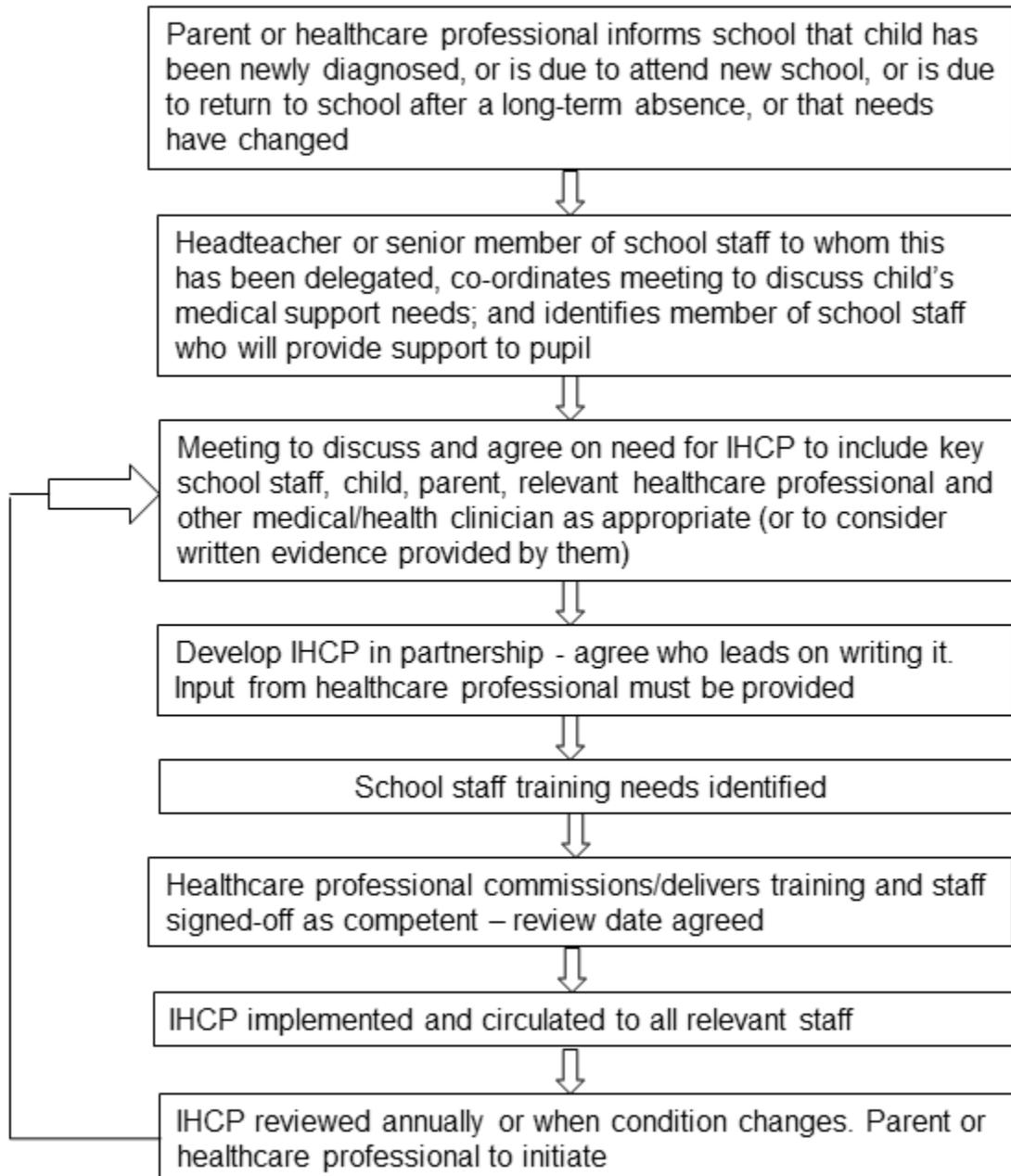
Barrow Hall has Employers' Liability and Public/Products Liability arranged through Warrington Borough Council.

### **Complaints**

Should parents/carers be unhappy with any aspect of their child's care at Barrow Hall they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be addressed. If this does not resolve the problem or allay the concern, the problem should be brought to a member of the leadership

team, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parent\carer must make a formal complaint using the school's Complaints Procedure (available on the school website at [www.barrowhall.co.uk](http://www.barrowhall.co.uk))

## Annex A: Model process for developing individual healthcare plans



# Barrow Hall Community Primary School

## Form 1

### Individual Health Care Plan for a Child with Medical Needs



Name:	Photograph
Class:	
DOB:	
Condition:	
Date:	
Review Date:	

#### Contact Information

	Family Contact 1	Family Contact 2
Name:		
Relationship:		
Phone No (home)		
Phone No (work)		
Phone No (mobile)		

Clinic/Hospital contact	GP
Name:	Name:
Phone No:	Contact:

Describe the condition and give details of child's individual symptoms, triggers, signs:

Name any medication the child will need including dose, when to be taken, side effects and whether the child can administer the medication themselves:

Daily care requirements (eg before sport/at lunch time)

Named members of staff administering medication:

1:

2:

3:

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

Arrangements for school visits/trips etc:

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

Who is responsible in an emergency?

Plan developed with:

Staff training needed/undertaken:

Form copied to:

- Parent/carer
- Child's medication pouch
- Register

Signatures:

For Barrow Hall Primary School ..... Date .....

Parent/Carer ..... Date .....

# Barrow Hall Community Primary School

## Form 2



### Request for School to Administer Medication

The school will not give your child medicine unless you complete and sign this form, and the Head Teacher has agreed that staff can administer the medicine.

#### Child Details

Surname:	Male / Female
Forename(s):	DOB:
Class:	Condition/Illness:

#### Medication

Name/Type of Medication (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special Precautions	
Side Effects	
Self Administration y/n	
Procedures to take in an emergency	

#### Contact Details

Name:	Address:
Daytime phone:	
Relationship:	

I understand that I must deliver the medicine personally to \_\_\_\_\_

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Barrow Hall staff administering medicine in accordance with the Barrow Hall policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s):

Date:

# Barrow Hall Community Primary School

## Form 3

### Confirmation of the Head Teacher's Agreement to Administer Medication to a Named Child

I agree that \_\_\_\_\_ will receive the medication you requested as follows:

Name of medication:	
Quantity of medication:	
Time(s) to be administered:	
To be given/supervised by:	

This arrangement will continue until \_\_\_\_\_

Date:
Signature: (Head Teacher/named staff member)



# Barrow Hall Community Primary School



## Form 6

### Staff Training Record – Administration of Medical Treatment

Name:	
Training received:	
Date training completed:	
Training provided by:	

I confirm that _____ has received the training detailed above and is competent to carry out any necessary treatment.
Trainer's signature:
Date:

I confirm that I have received the training detailed above:
Staff signature:
Date:

Suggested Review Date:
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# Barrow Hall Community Primary School

## Form 8

### Emergency Planning



**If a member of staff asks you to call an ambulance, you MUST do this yourself and you MUST NOT delegate the responsibility**

Request for an ambulance to: **Barrow Hall Primary School**

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

1 Your Telephone Number: **01925 717633**

2 Your location: **Barrow Hall Primary School**

**Sophia Drive**

**Great Sankey**

**Warrington**

**WA5 3TX**

Exact Location of the school: **Sophia Drive, off Lingley Green Avenue at the junction with Kingsdale Close.**

4 Your Name: \_\_\_\_\_

5 Describe Symptoms: \_\_\_\_\_

6 Best Entrance into School: **There is a main driveway, the gate will be open and access cleared. You will be met and taken to the appropriate place.**

- **Speak clearly and slowly and be prepared to repeat information if asked**
- **Return to the member of staff who requested the ambulance and confirm that the ambulance has been called and its estimated time of arrival**
- **Locate a member of Senior Management and ask them to organise clear access for the ambulance**

**A copy of this guide should be sited by each external telephone**





# Barrow Hall Community Primary School

## Form 12

### Request for School to Administer Medication during a Residential Visit

The school will not give your child medicine unless you complete and sign this form, and the Head Teacher has agreed that staff can administer the medicine.

#### Child Details

Surname:	Male / Female
Forename(s):	DOB:
Class:	Condition/Illness:

#### Medication

Name/Type of Medication (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special Precautions	
Side Effects	
Self Administration y/n	
Procedures to take in an emergency	

#### Contact Details

Name:	Address:
Daytime phone:	
Relationship:	

I understand that I must deliver the medicine personally to \_\_\_\_\_

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Barrow Hall staff administering medicine in accordance with the Barrow Hall policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s):

Date:





## Barrow Hall Community Primary School

### Form 14

#### Consent Form for the Use of an Emergency Salbutamol Inhaler

Dear Parent/Carer

Please complete the consent form below if you would like your child to be able to use an emergency Salbutamol inhaler held by school, should the need arise.

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

Class: \_\_\_\_\_

- 1 I can confirm that my child has:
  - Been diagnosed with asthma
  - Has been prescribed an inhaler (delete as appropriate)
- 2 My child has a working, in-date inhaler which is kept for him/her in school.
- 3 In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

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