



St Nicolas CE Primary School
SUPPORTING CHILDREN WITH MEDICAL CONDITIONS POLICY

HEADTEACHER SIGNATURE:

A. Spoon

GOVERNOR SIGNATURE:

K. Mansel

DATE ADOPTED:

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DATE FOR REVIEW:

January 2027

Additional notes:

Reviewed by Mrs Mathers (SENCO) and Mrs Chung (Business Manager) January 2025

Cross reference with the following policy/ies:

- SEND
- Equalities
- First Aid
- Safeguarding
- Complains
- Offsite visits

St Nicolas CE School

Supporting Pupils at School with Medical Conditions

Introduction

St Nicolas School is committed to providing a fully inclusive and supportive education. To do this, we need ensure that there is proper support for pupils at school with medical conditions (in terms of both physical and mental health) so that, through full access to education (including school trips and physical education), they can play a full and active role in school life, remain healthy and achieve their academic potential. This policy sets out the arrangements which are in place at the school to support these pupils and how the Governing Body will ensure that school leaders consult health and social care professionals, pupils and parents, to ensure that the needs of pupils with medical conditions are effectively supported.

Some pupils with medical conditions may be disabled and/or have special education needs. Separate policies exist which set out the care and support provided by St Nicolas School to these pupils and they should be read in conjunction with this policy where applicable.

This policy should be read in conjunction with the following school policies:

- SEN Policy / SEN Information Report
- Pupil Protection and Safeguarding Policy
- Offsite Visits Policy
- Complaints Policy
- First Aid Procedure (including asthma and anaphylaxis)

Definition

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.

Where pupils are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, pupils should remain at home to be cared for and looked after. Even if they have improved, pupils may not return to school for at least 48 hours into a course of antibiotics. The school is committed to ensuring that pupils may return to school as soon as possible after an illness, (subject to the health and safety of the school community) and that pupils with chronic health needs are supported at school.

Identification

When the school is notified that a pupil has a medical condition, the SENCo will be responsible for immediately arranging for an individual health care plan (IHCP) to be drafted so that necessary teaching and support arrangements can be put in place as quickly as possible.

- For any pupil being admitted to St Nicolas Church of England Primary School for the first time with good notification given, the arrangements will be in place for the start of the relevant school term.
- In cases, such as a new diagnosis or a pupil moving to the school mid-term, we will make every effort to ensure that arrangements are put in place within two weeks.
- Should transitional arrangements be required (i.e. if there is a new diagnosis or if a pupil is moving between schools) the headteacher and SENCo will work with school staff and parents to provide suitable interim arrangements until the IHCP is agreed.
- Prior to a pupil returning to school after a prolonged absence, the IHCP will be reviewed with all relevant parties in order to ensure that it still provides suitable support and where additional support for reintegration is required this is identified.

The school 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 the available evidence. This would normally involve some form of medical evidence and consultation with parents. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place.

Provision and Organisation

Pupils and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other pupils. This means that no pupil with a medical condition will be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. The school does not have to accept a pupil in school at times where it would be detrimental to the health of that pupil or others to do so.

Therefore, in line with Section 100 of the Pupils and Families Act 2014 and our own commitment to providing a fully inclusive school education, the Governing Body will:

- Provide access to education (including school trips and physical education) for all pupils with medical conditions so that their education is disrupted as little as possible and they can therefore play a full and active role in school life, remain healthy and achieve their academic potential.
- Ensure that arrangements are in place to support pupils with medical conditions and recognise that many medical conditions will affect quality of life and may be life threatening (some will be more obvious than others)
- Focus on the needs of each individual pupil and how their medical condition impacts on their school life, including reintegration after periods of absence, in order to ensure that such pupils with medical conditions can access and enjoy the same opportunities at school as any other pupil
- Ensure that both long term and short/frequent absences due to medical conditions are effectively managed and appropriate support put in place to limited the impact on the pupil's educational attainment and emotional and general wellbeing (including social and emotional implications associated with medical conditions and absence)
- Develop staff knowledge and training in all areas necessary for our pupils' education and wellbeing
- Develop links with all outside agency support systems including the local authority, relevant local health services, healthcare professionals and other support services
- Ensure safe storage and administration of agreed medication
- Ensure that the arrangements made give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school and that pupils feel safe. The arrangements will show an understanding of how medical conditions impact on a pupil's ability to learn, as well as increase their confidence and promote self-care.
- Regularly review this policy, and make it readily accessible to parents and school staff, as well as monitor its implementation for each pupil.

Policy implementation

- The **Governing Body** will have oversight to ensure that this policy is implemented and that each pupil is supported having identified which members of the school and external agencies have specific responsibilities (the statutory duty for making arrangements for supporting pupils at school with medical conditions rests with the Governing Body).
- The **headteacher** will have overall responsibility for the development and implementation of the IHCP and in ensuring that all staff who need to know are aware of the pupil's condition and suitably trained.
- The **SENCo** will be responsible for briefing supply teachers, preparing risk assessments for school visits (with EVC) and other school activities outside of the normal timetable and for the monitoring of individual healthcare plans and 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.
- Any member of **school staff** may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.
- **Parents** are responsible for providing the school with sufficient and up-to-date information about their pupil's medical needs. They will be involved in the development and review of their pupil's individual healthcare plan and should carry out any action they have agreed to as part of its implementation.
- **Pupils** with medical conditions will often be best placed to provide information about how their condition affects them and 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.

Individual Health Care Plans

Individual healthcare plans will help to ensure that the school can effectively support pupils with medical conditions as they will provide clarity about what needs to be done, when and by whom. Pupils with medical needs attending the school will have an individual healthcare plan which will be drawn up in partnership between the school, parents, and a relevant healthcare professional who can best advise on the particular needs of the pupil. Where an IHCP is provided child's medical specialists, the school and the parents will adopt this. Pupils should also be involved whenever appropriate. Individual healthcare plans will be easily accessible to all who need to refer to them, while preserving confidentiality.

The aim of an IHCP is to capture the steps which the school should take to help the pupil manage their condition and overcome any potential barriers to getting the most from their education. It will assess and manage risks to the pupil's education, health and social well-being and minimise disruption as well as identify the reintegration support required following any absence from school. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the headteacher. Where the pupil has a special educational need identified in a statement or EHC plan, the IHCP should be linked to or become part of that statement or EHC plan. The IHCP will be reviewed annually or earlier if evidence is presented that the pupil's needs have changed.

Please see St Nicolas IHCP template that details what information should be recorded.

Roles and Responsibilities

Supporting a pupil with a medical condition during school hours is not the sole responsibility of one person. The school's ability to provide effective support will depend to an appreciable extent on working cooperatively with other agencies. Partnership working between school staff, healthcare professionals (and where appropriate, social care professionals), local authorities, and parents and pupils will be critical.

A full breakdown of roles and responsibilities can be found in Appendix A.

Staff Training and Support

Training to support the school in meeting the needs of pupils with medical conditions is provided on a regular basis, and from a range of practitioners. The timescales needed for appropriate training will be identified by the child's medical team or by the school as the child's medical needs change. This includes whole school awareness training, induction training for new members of staff (including supply staff) and training for individually identified members of staff.

Training will 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. Staff will gain an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

On the basis of the need(s) identified and the implications for school staff, we annually work to:

- identify who the key people in school who require training/support are (usually at the point when the IHCP is developed or reviewed)
- ascertain what their training needs are and which qualified individual(s) can provide the training
- ensure that the right staff access this training as swiftly as possible, and that it is implemented appropriately
- regularly review whether the pupil or staff training needs have changed, and act to address this (staff must not give prescription medication or undertake health care procedures (e.g. changing tubes) without appropriate training (updated to reflect any individual healthcare plan))
- seek the views of the parents of the pupil regarding relevant information about how their pupil's needs can be met (they may provide specific advice, but should not be the sole trainer)

Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any individual healthcare plans). A first-aid certificate does not constitute appropriate training in supporting pupils with medical conditions. A full record of those with specialist training associated with specific medical conditions is kept in the School Office. Class teachers and TAs are able to administer medicines kept in respective classrooms, with the appropriate protocol.

Schools visit (day trips, residential visits, and sporting and extracurricular activities)

We are fully committed to actively supporting pupils with medical needs to participate in the full life of the school (including trips and visits) and to not prevent them from doing so. Healthcare plans endeavour to make teachers aware of how a pupil's medical condition will impact on their participation, but there is flexibility for all pupils to participate according to their own abilities and with reasonable adjustments [unless evidence from a clinician states that this is not possible]. Risk assessments are carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included (including arrangements for taking any medicines required during the visit). This includes consultation with the pupil him or herself, the parents/carer and any relevant external agency involved in the care of the pupil. The school staff also make reference to the Health and Safety Executive guidance on school trips when making a risk assessment.

A copy of IHCP should be taken on trips and visits in the event of information being needed in an emergency. When the administration of non-emergency medication is required staff may exercise their voluntary right to not administer, this right maybe selective on the grounds of the type of medication in question. The members of staff willing to administer the medication to a pupil should be recorded in the individual care plan and this voluntary responsibility can be withdrawn at any time.

The pupil's role in managing their own medical needs

After discussion with parents, pupils who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within individual healthcare plans. Wherever possible, pupils should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Pupils who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a pupil to self-manage, then relevant staff should help to administer medicines and manage procedures for them.

If a pupil 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. This may include calling 999. Parents should be informed so that alternative options can be considered.

Managing medicines on school premises

Wherever possible, parents will arrange for pupils to receive medication outside of school hours or will arrange for them or a nominated other adult (who is not a member of staff) to administer the medicine during school hours. Where this is not possible, and where it would be detrimental to a pupil's health or school attendance not to do so (for example in the case of managing long term medical conditions), school staff will administer medication. In order to do this, the school must receive written consent from the parents and an IHCP should be completed noting any required training that staff need to have received. School staff may also administer medication when acting in *loco parentis* on residential school trips and where parental consent has been given.

Any medicines (prescription or non-prescription) required by a pupil during the school day must be handed to a member of the School Office at the start of the day together with written agreement from the parent that members of staff may administer the medication. It will be stored in a locked cupboard in the reception area of the School (or in the fridge in the school staff room if refrigeration is required). St Nicolas School will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage in English. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container. It is the parents' responsibility to dispose of any unused medication.

The school will only administer non-prescription medicines if there is a compelling reason, for example, seasonal use of anti-histamines, which must be new and unopened. We will not give paracetamol or ibuprofen routinely as their primary use is to control raised temperature for which a pupil should be at home. If advised by a doctor, and, with appropriate evidence (e.g. letter from GP or printed prescription), we will give them for pain relief. Parents will need to complete a Parental Agreement for St Nicolas School Staff to Administer Medicine and a protocol will be set up.

Before any medication is administered, the school will check with parents what medication has already been given to the child that day. Where any medication is administered the school will feedback to the parents at the end of the day. This is usually done by telephone call.

We do not allow cough sweets in school.

Pupils will know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, emollients and blood glucose testing meters will be always readily available to pupils in the classrooms and not locked away. Adrenaline pens will be kept in secure drawers, individually labelled, in the staffroom alcove. School inhalers for emergencies are held in the school office and parental consent for use is sought when an asthma plan is created. Pupils will be informed who is carrying these devices on school trips.

A written record is kept (Record of Medicine Administered to an Individual Child at St Nicolas CE Primary), and held in the School Office, of all medicines administered to pupils on school premises or during school visits (as defined above). Parents will be informed if their pupil has been unwell at school.

The school notes that:

- No pupil under 16 should be given prescription or non-prescription medicines without their parent's written consent - except in exceptional circumstances where the medicine has been prescribed to the pupil without the knowledge of the parents. In such cases, every effort should be made to encourage the pupil or young person to involve their parents while respecting their right to confidentiality.

- A pupil under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed
- A pupil who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another pupil for use is an offence. Should a pupil at St Nicolas be prescribed such a drug, monitoring arrangements may be necessary.
- Sharps boxes should always be used for the disposal of needles and other sharps
- 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.

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. In the case of an emergency, members of staff will call the emergency services and accompany a pupil taken to hospital by ambulance, remaining with them until a parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

Where a pupil has an IHCP, this defines what constitutes an emergency and explains what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. A copy is held in the School Office and a copy should always be taken by the lead teacher on any school visit. Other pupils in the school know what to do in general terms, such as informing a teacher immediately if they think help is needed. If a pupil needs to be taken to hospital, staff stay with the pupil until the parent/carer arrives, or accompanies a pupil taken to hospital by ambulance.

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.

A **defibrillator** is located in the office vestibule and staff with a First Aid certificate have undergone relevant training in its use. In the unlikely event of no first aiders being on site, staff should call 999 where the call handler will talk individuals through how it is used. Once activated, the defibrillator itself also provides a step-by-step verbal [guide](#) to users as they use the equipment.

Most pupils with medical conditions can participate in **physical activities and extra-curricular sport**. St Nicolas School is committed to ensuring that there should be sufficient flexibility for all pupils 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 pupil's ability to participate in PE should be recorded in their individual health care plan or their individual risk assessment. All adults should be aware of issues of privacy and dignity for pupils with particular needs. Some pupils 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 pupils, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

Unacceptable Practice

Although staff at St Nicolas Church of England Primary School should use their discretion and judge each case on its merit with reference to the pupil's IHCP, it is not generally acceptable practice to:

- Prevent pupils from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every pupil with the same condition requires the same treatment;
- Ignore the views of the pupil or their parents\carers; or ignore medical evidence or opinion (although this may be challenged);
- Send pupils 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;

- If the pupil becomes ill, send them to the school office or another room unaccompanied or without someone suitable;
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- Prevent pupils from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively;
- On a long-term basis, require parents\carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their pupil's medical needs; or
- Prevent pupils from participating, or creating unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the pupil.

Liability and Indemnity

Liability and Indemnity insurance is provided by OCC under its Safehands Insurance Scheme. OCC continues to work with its main insurer, Maven Public Sector, under the terms of a long-term agreement. The policy number is P20 CASLFG 00163. It provides liability cover relating to the administration of medication, and, where necessary individual cover will be arranged for any health care procedures.

Complaints

Should parents/carers be unhappy with any aspect of their pupil's care or support provided they should discuss their concerns with the class teacher in the first instance. If this does not resolve the problem or allay the concern, the problem should be brought 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 St Nicolas Church of England Primary School Complaints Procedure.

Monitoring and Review

This policy is monitored regularly by the school's Senior Leadership Team and is reviewed and approved annually by the Governing Body.

Further sources of information <http://www.stnicolasprimary.co.uk/>

Statutory guidance: <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions>

Legislation: Pupils and Families Act 2014 section 100
(<http://www.legislation.gov.uk/ukpga/2014/6/section/100/enacted>)

Appendix A – Full Details of Roles and Responsibilities

Governing Body

- Makes arrangements to support pupils with medical conditions in school, including making sure that this policy for supporting pupils with medical conditions in school is developed and implemented
- Ensures that a pupil with medical conditions is supported to enable the fullest participation possible in all aspects of school life
- Ensures that sufficient staff have received suitable training and are competent before they take on responsibility to support pupils with medical conditions.
- Ensures that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed
- Ensures that the school's procedures are explicit about what practice is not acceptable and how complaints may be made and will be handled concerning the support provided to pupils with medical conditions

Headteacher

- Ensures that the school's policy is developed and effectively implemented with partners
- Ensures that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- Ensures that all staff who need to know are aware of the pupil's condition. They will also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.
- Has overall responsibility for the development of individual healthcare plans.
- Ensures that school staff are appropriately insured and are aware that they are insured to support pupils in this way.

SENCo

- Work with school staff and parents to provide suitable interim arrangements until the IHCP is agreed
- Has responsibility for the development of individual healthcare plans.
- Responsible for briefing supply teachers.
- Preparing, with class teachers, risk assessments for school visits (with EVC) outside of the normal timetable.
- Monitoring of individual healthcare plans and 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.
- Contacts the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.
- Liaise with Hospitals Schools Service in the event of a child being hospitalised because of their medical condition.

School Staff

- Supporting the pupil as much as possible in self-managing their own condition
- Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so
- Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach
- Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help
- Implement actions identified in individual healthcare plans
- Ensure that the rest of the pupils in the class know what to do in case of an emergency
- Notify the Headteacher if there are issues or concerns with a pupil's healthcare plan

School Nurses (every school has access to school nursing services)

- Responsible for notifying the school when a pupil has been identified as having a medical condition which will require support in school.

- May support staff on implementing a pupil's individual healthcare plan and provide advice and liaison, for example on training.
- Assist with liaison with lead clinicians on appropriate support for the pupil and staff training needs.

Other Healthcare Professionals (including GPs and paediatricians)

- Should notify the school nurse when a pupil has been identified as having a medical condition that will require support at school
- May provide advice on developing healthcare plans (specialist local health teams may be able to provide support in schools for pupils with particular conditions (e.g. asthma, diabetes)).

Pupils

- Those 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.

Parents

- Should provide the school with sufficient and up-to-date information about their pupil's medical needs (they may in some cases be the first to notify the school that their pupil has a medical condition).
- Parents are key partners and should be involved in the development and review of their pupil'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 (e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times).

Local Authorities (Commissioners of school nurses for maintained schools)

- Under Section 10 of the Pupils Act 2004, they have a duty to promote cooperation 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 pupils so far as relating to their physical and mental health, and their education, training and recreation.
- Local authorities should provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively. Local authorities should work with schools to support pupils with medical conditions to attend full time. 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.

Providers of health services

- Should co-operate with schools that are supporting pupils with a medical condition. Health services can provide valuable support, information, advice and guidance to schools, and their staff, to support pupils with medical conditions at school.

Clinical commissioning groups (CCGs)

- Ensure that commissioning is responsive to pupil's needs, and that health services are able to co-operate with schools supporting pupils with medical conditions.
- The local Health and Wellbeing Board will also provide a forum for local authorities and CCGs to consider with other partners, including locally elected representatives, how to strengthen links between education, health and care settings.

Ofsted

- Their inspection framework places a clear emphasis on meeting the needs of disabled pupils 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 this is implemented effectively.



Individual Health Care Plan (IHCP)

Name of school	St Nicolas CE Primary School
Pupil's name	
Class	
Date of birth	
Pupil's address	
Medical diagnosis or condition	
Date	
Review date	Annually or before if condition and/or symptoms changes

Family Contact Information

Name	
Relationship to pupil	
Phone no. (mobile)	

Name	
Relationship to pupil	
Phone no. (mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school	Liz Mathers
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Describe medical needs and give details of pupil's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

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

xxx should be encouraged to participate in school activities making adaptations as necessary with this care plan.

Arrangements for school visits/trips etc.

Medications to be taken on trips and visits along with xxxx
Trained first aider that is aware of condition to accompany them on trip and have a copy of health care plan as well as the trip organiser.

Other information

N/A

Permission for Administration (by member of staff or self-administered)

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

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

First aider or Mrs Mathers in school
First aider or trip leader on trips or visits

Plan developed with

Staff training needed/undertaken – who, what, when

First aid training and knowledge of care plan



Form copied to

Parents

Class teacher and class staff

SENCO

~~Mrs Davis, HLTA (First aid lead)~~

Parental Agreement for St Nicolas School Staff to Administer Medicine

Staff members of St Nicolas School will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	St Nicolas CE Primary
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine	
Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	

Self-administration – y/n	
Procedures to take in an emergency	
NB: Medicines must be in the original container as dispensed by the pharmacy	
Contact Details	
Name	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting 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



Record of Medicine Administered to an Individual Child at St Nicolas CE Primary

Name of school/setting

St Nicolas CE Primary

Name of child

Date medicine provided by parent

Group/class/form

Quantity received

Name and strength of medicine

Expiry date

Quantity returned

Dose and frequency of medicine

St Nicolas CE Primary

Staff signature

Signature of parent

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

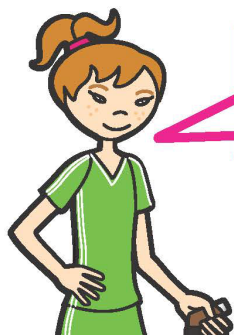
Dose given

Name of member of staff

Staff initials



My Asthma Plan



Your asthma plan tells you when to take your asthma medicines.

And what to do when your asthma gets worse.



Name: _____

1. My daily asthma medicines

- My preventer inhaler is called _____ and its colour is _____
- I take _____ puff/s of my preventer inhaler in the morning and _____ puff/s at night. I do this every day even if I feel well.
- Other asthma medicines I take every day:

- My reliever inhaler is called _____ and its colour is _____. I take _____ puff/s of my reliever inhaler (usually blue) when I wheeze or cough, my chest hurts or it's hard to breathe.
- My best peak flow is _____

2. When my asthma gets worse

I'll know my asthma is getting worse if:

- I wheeze or cough, my chest hurts or it's hard to breathe, or
- I'm waking up at night because of my asthma, or
- I'm taking my reliever inhaler (usually blue) more than three times a week, or
- My peak flow is less than _____

If my asthma gets worse, I should:

Keep taking my preventer medicines as normal.

I also take _____ puff/s of my reliever inhaler (usually blue) every four hours.

If I'm not getting any better doing this I should see my doctor or asthma nurse today.

Does doing sport make it hard to breathe?

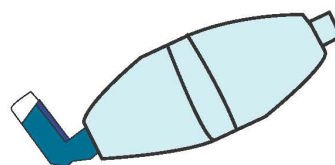


If YES

I take:

_____ puff/s of my reliever inhaler (usually blue) beforehand.

Remember to use my inhaler with a spacer (if I have one)





My Asthma Plan

3. When I have an asthma attack

I'm having an asthma attack if:

- My reliever inhaler (usually blue) isn't helping, or
- I can't talk or walk easily, or
- I'm breathing hard and fast, or
- I'm coughing or wheezing a lot, or
- My peak flow is less than _____

My asthma triggers (things that make my asthma worse)

Make sure you have your reliever inhaler (usually blue) with you. You might need it if you come into contact with things that make your asthma worse.

When I have an asthma attack, I should:

Sit up – don't lie down. Try to be calm.

Take one puff of my reliever inhaler every 30 to 60 seconds up to a total of 10 puffs.

I need to see my asthma nurse every six months

Date I got my asthma plan:

Date of my next asthma review:

Doctor/asthma nurse contact details:

Even if I start to feel better, I don't want this to happen again, so I need to see my doctor or asthma nurse today.



If I still don't feel better and I've taken ten puffs, I need to call 999 straight away. If I am waiting longer than 15 minutes for an ambulance I should take another _____ puff/s of my reliever inhaler (usually blue) every 30 to 60 seconds (up to 10 puffs).



You and your parents can get your questions answered:

Call Asthma UK's friendly Helpline

Monday to Friday 9am to 5pm

0300 222 5800

Get information at

www.asthma.org.uk

Parents – get the most from your child's action plan

Make it easy for you and your family to find it when you need it

- Take a photo and keep it on your mobile (and your child's mobile if they have one)
- Stick a copy on your fridge door
- Share your child's action plan with school, grandparents and babysitter (a printout or a photo).



Headteacher: Mr A Spooner
Tel. Abingdon 01235 520456
Fax. Abingdon 01235 530323
Email: Office.3247@st-nicolas.oxon.sch.uk
Web: www.stnicolasprimary.co.uk

St. Nicolas C.E. Primary School
Boxhill Walk
Abingdon
Oxfordshire
OX14 1HB

Inhaler Registration

Please complete this registration form if your child requires / uses an inhaler. This will provide us with the information to ensure your child takes their inhaler as necessary and has it on any school visits / trips etc. Inhalers are kept in the classroom, in a designated area, and are accessible when your child requires it. It is parents' responsibility to ensure the inhaler is in date and to replace it as necessary.

Child's Name: _____ **Class:** _____

Type of Inhaler: _____

When to use / dosage required:

Signed (parent / guardian): _____



Consent Form for the Use of the School's Emergency Salbutamol Inhaler

The school holds a Salbutamol in haler for use in the case of an emergency. Please can you sign below that you give permission for your child to be given this inhaler should the need arise.

Child showing symptoms of asthma / having an asthma attack:

1. I can confirm that my child has been *diagnosed with asthma / has been prescribed an inhaler *(delete as appropriate)
2. I have registered my child's inhaler by completing the inhaler registration form.
3. My child has a working, in date inhaler, clearly labelled with their name, which they bring with them to school every day or keep in school.
4. 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.

Child's Name: _____ Class: _____

Parent / Guardian's Name (print): _____

Parent's address: _____

Contact details:

Home tel: _____ Mobile : _____

Email: _____

Signed (parent / guardian): _____ Date: _____