



Wingfield

PRIMARY SCHOOL

Supporting Children with Medical Conditions and Managing Medicines in School Policy

Reviewed policy agreed by GB on:	June 2020
Reviewed policy shared with staff on:	June 2020
Policy to be reviewed again on:	June 2021

Supporting Children with Medical Conditions and Managing Medicines in School Policy

* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

** The term 'Healthcare plan' refers to the school's Medi-Alert Booklet, which is the Health Care Plan format recommended by Oxleas NHS. Some individual children may still require separate Healthcare plans due to their level of need.

Introduction

This policy has been drawn up in accordance with the **DfE guidance *Managing medicines in schools***.

Most pupils will, at some time, have a medical condition which may affect their participation in school activities. For many this will be short-term: perhaps finishing a course of medication. Other pupils have a medical condition that, if not properly managed, could limit their access to education. Such pupils are regarded as having *medical needs*. Children with complex medical needs are able to attend school regularly and, with support from the school, can take part in all school activities. However, school staff should take extra care in planning activities to make sure that these pupils, and others, are not put at risk.

Rationale

Wingfield Primary School is an inclusive community that aims to support and welcome pupils with medical conditions. We provide all pupils with all medical conditions the same opportunities as others at school. This will help to ensure they can:

- **be healthy**
- **stay safe**
- **enjoy and achieve**
- **make a positive contribution**
- **achieve economic well-being**

Wingfield Primary School ensures all staff understand their duty of care to children and young people in the event of an emergency and that staff are well supported and feel confident in knowing what to do in an emergency. We are aware that some medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. We understand the importance of medication being taken as prescribed. We are committed to ensuring that staff understand the medical conditions that affect children that they are working with and the common medical conditions that affect

children across the school. There is a significant commitment to ensuring that staff receive training on the impact medical conditions can have on pupils and how to manage these.

1. This school is an inclusive community that aims to support and welcome pupils with medical conditions

- Wherever possible children with medical conditions are encouraged to take control of their condition in the way which is most appropriate to them and their learning needs. When children are reliant on adults to have their medical needs met, relationships are trusting and the child feels secure.
- We aim to include all pupils with medical conditions in all school activities.
- Parents of pupils with medical conditions feel secure in the care their children receive at Wingfield.
- The medical conditions policy is understood and supported by the whole school and local health community.

2. This school's medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders within both the school and health settings

Wingfield has consulted on the development of this medical condition policy with a range of key stakeholders within both the school and health settings. The school recognises the importance of providing feedback to those involved in planning for and actively managing the medical needs of children in the school and is committed to working with all stakeholders to continue to develop this area in accordance with the changing needs of children at the school. This policy will be accessible to parents and staff (including those not directly employed by the school) in a range of ways including the school website.

3. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school

- Staff understand their duty of care to pupils 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.
- There are clear procedures in place for all children in the event of an emergency. These measures include:
 - o A whole school procedure in the event of paramedics being called to school which includes systems for the admin and premises teams and clear roles for all those involved
 - o Clear protocols for emergencies for individual children, which are kept in the Medi-Alert Booklet, Healthcare Plans, with emergency medicines and in pupil medical files
 - o Staff trained appropriately to manage emergency situations when offsite

- o Regular CPR training for staff who may administer emergency medications
 - o Systems for supporting families when their children are taken to hospital
 - o Systems to ensure that relevant documents including healthcare plans are sent to hospital with a child as a matter of course
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.
 - In some situations, where an ambulance is not deemed necessary and as the result of consultation between the SLT and parents, alternative arrangements can be put in place in the best interests of the child.
 - All staff at Wingfield are aware of the most common medical conditions and needs at the school. Annual generic training is provided as a matter of course for all staff in management of anaphylaxis shock, asthma and epilepsy.
 - Staff at Wingfield are fully conversant with the medical needs of individuals in their class and how to manage these.

4. The school has clear guidance on the administration of medication at school

Administration – emergency medication

- All pupils at this school with medical conditions have easy access to their emergency medication.
- If parents and health specialists determine that pupils are able to start taking responsibility for their condition, children are encouraged to administer their own medication, with appropriate levels of supervision.
- The lead adult, usually the class teacher, will carry the child's emergency medication with them during any off- site or residential visits. In school, emergency medicines are stored in a secure but easily accessible location. Asthma pumps are stored in class and at lunch or play are brought to the First Aider on duty. Epi-pens are stored in the Sick Bay.
- Children are comfortable and secure with the arrangements for a familiar member of staff (and the reserve member of staff) to assist in helping them take their emergency medication safely.
- A reserve member of staff must always be present in order to observe correct procedures are adhered to.
- The member of staff assisting the child take the medication must sign the record

sheets to document this.

Administration – general

- All use of medication defined as a controlled drug, is done under the supervision of appropriately trained and named members of staff at Wingfield. The school understands the importance of medication being taken as prescribed. Staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do. All members of staff administering medication have stated that they are willing to do so.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity. All school staff administering medication will do so with a second adult assisting if necessary.
- Parents at this 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 and that medication cannot be given without the correct prescriptive label.
- If a pupil refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.
- Staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information and training as a matter of course at the beginning of the school year about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. This is documented in individual risk assessments. Children always have competent members of staff accompanying them during offsite visits. A member of SLT will check that all relevant medication and paperwork will be taken on the trip by the group leader beforehand.
- If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to provide the service from within the staff holding the relevant competencies. There are an adequate number of trained staff in school to allow for staff absence to be covered.

7. This school has clear guidance on the storage of medication at school

Safe storage – emergency medication

- All pupils at this school with medical conditions have easy access to their emergency medication.
- Staff know exactly where emergency medications are at all times.

Safe storage – non-emergency medication

- All non-emergency medication is kept in a secure place.
- Medication is clearly labelled with the child's name.
- Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves.
- The expiry dates for all medication stored at school are checked routinely as part of administration routines.
- The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose.
- Medication is stored in accordance with instructions, paying particular note to temperature.
- Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled.
- All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.
- It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year and that new supplies are sent to school in a timely fashion. School staff will inform parents in good time when supplies are running low however it is the parent's responsibility to ensure that all medication in school is within expiry dates. Therefore, if medication is due to expiry, it is the parent's responsibility to provide new, in date medication. We would suggest parents make a note of expiry dates on medication before it is handed to the school so they are aware of when medication needs to be replaced.

Safe disposal

- Out-of-date medication is sent home to parents

8. The school has clear guidance about record-keeping

Enrolment forms

- New parents are asked if their child has any health conditions or health issues on a separate set of forms which are part of the new starter pack.

Existing pupils

- The school update their records of health conditions and medicines for all children annually and as a matter of course.

Healthcare Plans/Medi-Alert Book

- If a child has one of the five most common medical conditions: asthma, diabetes, anaphylaxis/allergies, seizures or sickle cell, their name and photograph will be added to the Medical Alert Handbook. The Medical Alert Handbook is shared with all staff at the school and gives guidance on how to respond in an emergency situation.
- In addition, some children may require an individual Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.
- The parents, the school nurse and SENCOs complete the pupil's Healthcare Plan together.
- The Medi-Alert booklet acts as a register of pupils with medical needs.
- Parents are supported to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.
- Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed annually.
- Parents are provided with a copy of the pupil's current agreed Healthcare Plan.
- Healthcare Plans and Medi-Alert booklet are kept in a secure electronic location. Paper copies are kept in a secure, centralised location in school. These copies are updated at the same time as the central copy. The school ensures that all staff protect pupil confidentiality.

Use of Healthcare Plans

Healthcare Plans are used by this school to:

- inform the appropriate staff about the individual needs of a pupil with a medical condition in their care
- identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. **This school uses this information to help reduce the impact of common triggers to:**
 - ensure that all medication stored at school is within the expiry date
 - ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency
 - remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Consent to administer medicines

- If a pupil requires regular prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan or through a separate permission slip, giving the pupil or staff permission to administer medication on a regular/daily basis, if required. Short courses of medication recorded on drugs sheets and in medical notes.
- All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan or separate permission slip for staff to administer medication.
- If a pupil requires regular/daily help in administering their medication, then the school outlines the school's agreement to administer this medication on the pupil's Healthcare Plan. The school and parents keep a copy of this agreement.
- For children with diabetes, discussions are made between parents, school and health care professionals at the annual review of their child's Healthcare Plan, if they and their child's healthcare professional believe the child is able to manage, carry and administer their own medication.

Consent to administer temporary medication

- If a pupil requires regular prescribed medication for a temporary time, parents are asked to provide consent by filling out an administration of medication form.
- The consent forms are kept in a secure place in the school office.

Residential visits

- Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication and feeds not normally taken during school hours.
- All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan, Medi-Alert Booklet, emergency protocols and other details.
- All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent which gives staff permission to administer medication at night or in the morning if required.

Other record keeping

- The school informs parents of each occasion an individual pupil is given or supervised taking medication in school, either in a daily home contact book (children with diabetes)

or by completing the school's Medicine Slip. Details of the administering staff members, pupil, dose, date and time are recorded.

- Class staff are also expected to monitor and record any other significant medical events and inform parents.

9. This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

Physical environment

- The school is committed to providing a physical environment that is accessible to pupils with medical conditions. The school's commitment to an accessible physical environment includes out-of-school visits and this is taken into consideration as a routine part of planning for any off-site visit

Social interactions

- This school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and extended school activities, is safe.
- All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

Exercise and physical activity

- This school understands the importance of all pupils taking part in sports, games and physical activities
- The school ensures that children are never forced to take part in an activity if they feel unwell. Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- This school ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.
- The school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

Education and learning

- This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

- If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, the school understands that this may be due to their medical condition and will work with parents and the school nurse to improve the situation where possible. This may involve supporting rapid access to services that can help.
- When families are in crisis because of a child's medical condition, when children are acutely unwell or when children are hospitalised for extended periods of time, the school will put into place measures to ensure that children and families are well supported by the school and that close communication is maintained.

Off Site visits

- Individual risk assessments are carried out by the school and updated at least annually. These document global risks and control measures associated with each child. Individual risk assessments are taken on every off-site visit

11. Each member of the school knows their role and responsibility in maintaining an effective medical conditions policy

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

Employer

This 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 pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- provide indemnity for staff who administer medication to pupils with medical conditions.

Head teacher

This 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 pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- ensure the policy is put into action, with good communication of the policy to all
- monitor records
- ensure every aspect of the policy is maintained
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- ensure pupil confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the medical conditions policy
- monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders
- update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- report back to all key stakeholders about implementation of the medical conditions policy.

All staff at this 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 school's medical conditions policy
- know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- allow all pupils 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 pupils who carry their medication with them have it when they go on a school visit or out of the classroom
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support

- understand the common medical conditions and the impact it can have on pupils
- ensure no pupil with medical conditions is excluded from activities they wish to take part in
- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

Teachers at this school have a responsibility to:

- maintain communication with families when children have been unwell
- be aware that medical conditions can affect a pupil's readiness for learning
- regularly record children's physiological need and medical events
- refer concerns to the school nursing team in a timely way

SENCO

The SENCO at this school has a responsibility to:

- Coordinate the completion of healthcare plans and the Medi-Alert Booklet with the school nurse
- Liaise with other professionals as necessary
- Be available to offer advice and support
- Help update the school's medical conditions policy
- Help provide regular training for school staff in managing the most common medical conditions at school
- Provide training for groups or individuals of staff
- Provide information about where the school can access other specialist training.

First aider

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 with the school
- When necessary ensure that an ambulance or other professional medical help is called.

Parents

The parents of a child 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 during school hours
- Inform the school of any 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 clearly labelled with their child's full name
- Update the school regarding information from appointments
- Ensure that their child's medication in school is within expiry dates
- Keep their child at home if they are not well enough to attend school
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional

12. The medical conditions policy is regularly reviewed evaluated and updated. Updates are produced every year

- This school's medical condition policy is reviewed, annually evaluated and updated every year in line with the school's policy review timeline.
- New Department of Education and Department of Health and Social Care guidance is actively sought and fed into the review.
- In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings.



Wingfield
PRIMARY SCHOOL

Supporting Children with Medical
Needs Policy addendum in
response to Covid 19

This policy has been amended to reflect changes in school procedures that have been required as a result of Covid-19. Whilst the aims and objectives of our Supporting Children with Medical Conditions and Managing Medicines in School Policy remain, this document serves to provide clarity of procedures during this period.

Information sharing

Bubble staff will be made aware of all medical conditions related to children within their group

Training

- Staff will be trained to respond safely in the eventuality of a child or adult exhibiting symptoms of Covid-19.
- Staff will be inducted in the procedures for providing and recording first aid or medicine administration.
- Annual training will continue as per school requirements during the period of the Covid-19 pandemic
- Staff will be appropriately placed to ensure any child with a known medical condition is in a bubble with an appropriately trained staff member
- Trained back up staff will be available to cover staff absence if required

First Aid

- Each bubble will have access to an emergency first aid kit that they take with them if they move anywhere else within the school.
- Staff within the class bubble should administer first aid for minor incidents themselves
- Staff should use gloves for any body fluids
- Staff should ensure they use a mask and gloves for nose bleeds or any injury which involves getting close to a child's face
- Appropriate disposal bags will be provided for any bodily fluid
- First aid provided will be logged on the first aid administration spread sheet, saved on SharePoint
- A central member of staff is on call to support with more serious first aid incidents or where a second opinion may be required. Please contact the office in this case.
- A non-touch thermometer will be used by the central first aider to check temperature as required
- If a child is bleeding and needs to be moved to another place, a second adult will walk ahead to open doors to ensure contaminated gloves do not touch door handles

Use of PPE

- PPE must be used when providing first aid as per usual
- Disposable gloves must be used when dealing with an open wound and any bodily fluids
- If first aid requires close contact with a child's face the member of staff must use a face mask. If the child is coughing or sneezing a face shield or goggles will also be required
- All PPE must be disposed of in a separate yellow hazard bin, except for face shields and goggles, which must be thoroughly cleaned with disinfectant.

Emergency - Hospital

- If a pupil needs to be taken to hospital in an emergency staff need to act under the guidance of the paramedics or hospital staff who will make the decision about who if

anyone can accompany them. Where parents are not present it is crucial that we keep them informed

Reporting to parents

- If medicine has been administered, a slip will be sent home to parents (Appendix 2)
- If first aid has been administered, a slip will be sent home to parents (Appendix 8)
- Head injuries must be reported to parents. This will be done by a phone call home and a slip will also be sent home
- Other more serious injuries may require a phone call home

Administration of medication at school

Administration – emergency medication

- All pupils at this school with medical conditions must have easy access to their emergency medication.
- Asthma pumps must be kept in the medical box within the classroom and taken with the class whenever they leave the room.
- Ensure as always, name, date, dosage and expiry date is checked. A second adult must also check.
- Where possible, children are encouraged to administer their own asthma pumps with appropriate levels of supervision.
- If a child needs help to administer their asthma pump, the adult must wear disposable gloves and a face mask.
- All EpiPen's will remain in the area behind the school office – in an emergency, additional adults must retrieve all EpiPen's for the child from the area behind the school office (sick bay)
- Ensure 1 member of staff is undertaking specific checks whilst the other is washing hands in order to not delay child having an EpiPen administered
- All short courses of medication will be stored in the sick bay and should be brought to the child by an adult from their class bubble
- A spreadsheet will be available on SharePoint for staff to quickly record emergency medication that may have been taken

Administration - General

- Where possible medicines prescribed to a child will be given outside of the school day.
- Where medicine must be administered, a second adult within the hub **must** assist.
- If a pupil refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.
- If for any reason the medication is unavailable, this must also be recorded
- Expiry date, date opened and the date the medicine can be opened for before disposal must be checked before administration
- Any medicine given must be recorded on the spreadsheet

Storage of medication in school

Safe storage – general

- All controlled drugs are kept in the first aid room, with the emergency epi-pens, and only staff have access, even if pupils normally administer the medication themselves.
- Medication is labelled. If medication requires refrigeration it will be stored in the school office in a labelled airtight container and brought to the bubble at the required time.

- Medication should be removed by the bubble adult and taken to the class bubble to administer to the child and then returned by the adult.

Routine for administration

- The expiry dates for all medication stored at school are checked routinely as part of administration routines.
- The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose.
- It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year and that new supplies are sent to school in a timely way.

Safe disposal

- All out of date medication is sent home.
- Where possible, medication will be sent home at the end of the school year. Where this is not possible, it will be stored safely in the school office.

Record keeping

- Any medication or first aid given to a child will be recorded on the medication and first aid slips and sent home
- Before any administration of new medication can take place parents must of completed and signed a consent form – (Appendix 6 & 7)

Existing Pupils

The School team update their records of health conditions, medicines and permissions for all children annually and as a matter of course.

Health Care Plans

- The school uses a medical alert booklet to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the medical alert booklet if required.
- The information for each condition and responses contained in the school's medical alert book has been risk assessed in relation to Covid-19 and updated with any additional control measures required.
- Medical alert books are held securely online on SharePoint.
- Staff must be re-inducted to ensure they fully understand any additional safety measures that are required as a result of the Covid-19 risk assessment.

Response to a child displaying suspected Covid symptoms

- Instantly isolate the child from the group
- A phone call to the office will enable a member of staff to ensure other classes do not transition or allow children to use the toilet during the transition period
- Escort the child to the Covid-19 isolation space. This is located in the small office, opposite the school's main reception

- Ensure you remain 2 metres away from the child when you escort them. If this is not possible ensure you use a protective mask and gloves
- Use the shortest route to the Covid-19 emergency bay, ensuring you avoid contact with other bubbles and staff. Where possible take an external route
- Once in the isolation room remain at a 2-metre distance, until full PPE is worn
- The child must remain in the isolation room until collected
- If the child needs to use the toilet – ensure they use the disabled toilet in the reception area. Inform the office who will ensure this is thoroughly cleaned after use
- Advise the parent that the child must be tested (if 5+) and they must isolate until they find out if the result is negative. The parent will be reminded to update school of the outcome
- Once child has left the premises ensure the PPE is safely removed and disposed of in the yellow bin and wash your hands thoroughly
- Premises staff must arrange for the isolation room to be thoroughly cleaned
- Headteacher to phone HSE for advice

APPENDIX 1



Wingfield
PRIMARY SCHOOL

Ensign Street, Kidbrooke, SE3 9GJ
Telephone: 020 8856 1167 Email: wfcontact@wingfield.compassps.uk

ADMISSION FORM

Child's Surname		Date of Birth	
Child's first name		Gender	
Known as			

Child's address		Postcode	
		Address is in the London Borough of...	
		Greenwich / Lewisham	

Child's travel arrangements

School drop off		School pick up	
Telephone contact No		Telephone contact No	
If your child makes their own way to and from School, please TICK			
Please specify how your child will be travelling to school. Walk / Car / Public bus / Cycle / Other (please specify)			

Lunchtime provision

Please indicate which meal your child will have: () Packed Lunch () School Dinner

If you think you may qualify for a benefit related free school meal please complete a form from the school office – even if your child is in Reception, Year 1 or Year 2.

Are there any special dietary requirements? () Yes () No

If 'yes' please specify requirements:

Details of Parent's /Carer's /Adult's Responsible for the Child:

Title		Relationship to child:	
Surname		First Name	
Address (If different from above)		Post code	
		Mobile No	
		Home No	
		Date of birth	
Email			

Title		Relationship to child:	
Surname		First Name	
Address (If different from above)		Post code	
		Mobile No	
		Home No	
		Date of birth	
Email			

Sibling's _____ **D.O.B** _____

_____ **D.O.B** _____

_____ **D.O.B** _____

Emergency contact information

Contact details of 2 other persons that have agreed to be contacted by us in an emergency.

Should any of these change, please update us immediately.

1st Emergency Contact	2nd Emergency Contact
Name _____	Name _____
Relationship _____	Relationship _____
Address _____ _____ _____	Address _____ _____ _____
Telephone Numbers	Telephone Numbers
Home _____	Home _____
Mobile _____	Mobile _____

DOCTOR'S DETAILS:

Name	_____
Address	_____

Telephone	_____

Medical Information**Does your child suffer with any of the following?**

Eczema	Yes / No	Asthma	Yes / No
Migraine	Yes / No	Epilepsy	Yes / No
Diabetes	Yes / No	Sight problems	Yes / No
Allergies	Yes / No	Hay fever	Yes / No
Allergic to plasters / elastoplast's	Yes / No	Food allergies	Yes / No

Any other problem / disability			
--------------------------------	--	--	--

If the answer is YES to any of the above, detail below

What is the normal treatment?

Will medication be needed in school? Details..
--

Any further information we should be aware of?
--

Does you child wear glasses in school?	Yes / No	Does your child have speech difficulty?	Yes / No
--	----------	---	----------

Does your child have hearing difficulty?	Yes / No		
--	----------	--	--

Ethnicity, home language and religion

Family Religion:	
------------------	--

Ethnicity:

- Any other Asian Background
- Any other Black Background
- Any other Mixed Background
- Bangladeshi
- Black – Ghanaian
- Black – Nigerian
- Black – Somali
- Black – Caribbean
- Other Black African
- Chinese
- Gypsy/Roma
- Indian
- Pakistani
- Turkish/Turkish Cypriot
- Vietnamese
- White British
- White Irish
- White European
- White Western European
- Other Ethnic Group

Home Language:

- Bengali
- Cantonese
- English
- Greek
- Gujarati
- Hindi
- Italian
- Nepali
- Polish
- Punjabi
- Portuguese
- Romanian
- Spanish
- Somali
- Turkish
- Urdu
- Other _____

COUNTRY OF BIRTH _____

CHILD'S NATIONALITY _____

DATE OF ENTRY TO U.K. _____

Additional Information

Does your child have an Educational Health care plan?	
---	--

Does your child have any other special education need?	
--	--

Please outline any specialist provision that your child is receiving:

Is there any further information that you feel would help us at Wingfield Primary to help your child have a smooth transition into school? Please use the space below.

Permissions

I give permission for my child to be taken to hospital in the event of an emergency.

yes / no

I give permission for my child to be taken to the shops or around the local area as part of their learning. This includes local walks and visits on foot to places of interest including places of worship.

yes / no

I give permission for my child to have their photograph taken in school which could be used for displays, the school website and twitter.

yes/ no

I give permission for my child watch suitable DVD's during wet play time or as an alternative to playing outdoors during colder weather

yes/ no

INFORMATION SUPPLIED MAY BE USED FOR REGISTERED PURPOSES UNDER THE TERMS OF THE DATA PROTECTION ACT 1998

Signature of Parent/Carer _____

Date _____

APPENDIX 2

Wingfield Primary School

In partnership with South Rise Primary School



Medicine Slip

Child's Name:	Date:
---------------	-------

This is to inform you that your child received medication today as per their care plan:

Medication	Dose given	Time
Brief Description of what happened/ Reason for Medication		
Person who administered medication:		

At the time medication was given your child appeared to be well enough to stay in school.

Wingfield Primary School

In partnership with South Rise Primary School



Medicine Slip

Child's Name:	Date:
---------------	-------

This is to inform you that your child received medication today as per their care plan:

Medication	Dose given	Time
Brief Description of what happened/ Reason for Medication		
Person who administered medication:		

At the time medication was given your child appeared to be well enough to stay in school

APPENDIX 3

Dear Parents and Carers,

Please sign and return the consent form for your child to use the emergency epi-pens.

Thank you for your support and providing the correct medication. The medi-alert handbook has been updated and all members of staff are aware of your child's need and the procedures to follow.

Please make sure that we have in date medication in school.

If you have any questions, need anything or want to update the school, please do let me know.

Yours sincerely

Alyssa White & Holly Ingram

Assistant Head Teacher for Inclusion & SENCOs

.....

EMERGENCY USE OF SCHOOL EPI PENS

I give permission for _____ to use the school emergency epi-pens if needed.

Signed _____

Print name _____

Date _____

APPENDIX 4



Dear Parent/Carer Consent for Medical Information Sharing

STUDENT NAME: _____ Date of Birth: _____

INFORMATION ON CONDITION AND ANY MEDICATION:

Where possible, please attach/enclose copies of any medical documentation.

(Please continue overleaf as needed)

I give consent for my child/young person's photograph and medical condition to be recorded in the Medical Alert Handbook, for the purposes of informing the school staff and School Nursing Service about their health needs.

I agree to the sharing of information, between the school and the School Nursing Service.

I agree to inform the school of changes in my child/young person's health condition and any changes in contact details.

I agree to supply the school with medication if prescribed for the child/young person, clearly labelled and in a suitable container.

I accept responsibility to ensure that medication held in school is within the expiry date at all times i.e. replace medications as required.

In the event of an emergency, I agree to the information about my child's medical conditions in the Medi-Alert booklet being shared with the relevant medical professionals.

Signed: _____ Parent/Carer Date: _____

Parent/Carer Name: _____

The Medical Alert Handbook will be updated throughout the year.

APPENDIX 5

EMERGENCY USE OF SCHOOL ASTHMA PUMP

I give permission for _____ to use the school emergency
asthma pump if needed.

Signed _____

Print name _____

Date _____

EMERGENCY USE OF SCHOOL ASTHMA PUMP

I give permission for _____ to use the school emergency
asthma pump if needed.

Signed _____

Print name _____

Date _____

APPENDIX 6

Dear Parent or Carer,

Re: Medical Conditions

Our records indicate that your child has a medical condition that requires them to bring medicines (emergency or other) to school to be administered by a school adult or with the support of a school adult.

We are writing to request that you complete the enclosed consent form at your earliest convenience please. We are unable to administer any medicines until we have received written consent from a parent or carer.

We would also like your consent to include your child in our Medical Alert Handbook which is shared with all school staff. The Handbook has been developed by our school nursing team and provides information about medical conditions and exactly what to do in an emergency. All information is treated with confidentiality and does not leave the school premises. Please could you also complete the attached form regarding information sharing.

Thank you.

Alyssa White & Holly Ingram
Assistant Head Teacher for Inclusion & SENCOs

.....

ADMINISTRATION OF MEDICINES

I give permission for school staff to administer medication or support my child in administering their medication.

Child's name _____

Signed _____

Print name _____

Date _____

APPENDIX 7 (short course medicines)



Wingfield Primary School

Consent form for the storage and administration of medicines in school

In order for your child to be supervised during the administration of any medicines at school, the following information is required to be completed by the parent/carer and sent to the Headteacher. If there are any subsequent changes in medicines or doses to be given, then these must be notified immediately to the school. All doses given or supervised by staff during school hours will be recorded on the school medicine record sheet.

Name of pupil _____

Class _____

Name of medicine _____

(To include full details as given on the container label issued by the Pharmacist)

Dose _____

(And when to be given)

Additional information (about the medicine) _____

Contact name _____ **Telephone No.** _____

Any prescribed medicine must be supplied to the school in a container clearly labelled (by the pharmacist) with the name of the medicine, full instructions for use, and name of the pupil. Any non-prescribed medicine should be in the original container bearing the manufacturer's instructions/guidelines. The school may refuse to administer any medicines supplied in appropriate containers.

Signed _____ Parent/Carer

Date _____

APPENDIX 8

Wingfield Primary School

In partnership with South Rise Primary School



Accident Slip

Child's Name:									
Class:			Date:				Time:		

This is to inform you that your child received first aid today for a minor injury to their:

Head See Over	Back	Chest	Arm	Leg	Knee	Hand	Fingers	Nose	Lip
Eye	Ear	Other <i>please specify:</i>						Circle	

Brief Description of what happened and first aid given
--

Person who administered first aid:	
------------------------------------	--

At the time first aid was given your child appeared to be well enough to stay in school.

If you have concerns or the injury deteriorates, we advise that you seek medical attention.

Wingfield Primary School

In partnership with South Rise Primary School



Accident Slip

Child's Name:									
Class:			Date:				Time:		

This is to inform you that your child received first aid today for a minor injury to their:

Head See Over	Back	Chest	Arm	Leg	Knee	Hand	Fingers	Nose	Lip
Eye	Ear	Other <i>please specify:</i>						Circle	

Brief Description of what happened and first aid given
--

Person who administered first aid:	
------------------------------------	--

At the time first aid was given your child appeared to be well enough to stay in school.

If you have concerns or the injury deteriorates, we advise that you seek medical attention.

If any of the following symptoms arise after a head injury please seek medical attention immediately:

Sickness/Vomiting

Double Vision

Excessive Drowsiness

Slurred Speech

Confusion

If any of the following symptoms arise after a head injury please seek medical attention immediately:

Sickness/Vomiting

Double Vision

Excessive Drowsiness

Slurred Speech

Confusion