



HARTSBOURNE PRIMARY SCHOOL
Valuing Potential; Creating Opportunities

MEDICAL CONDITIONS IN SCHOOL POLICY

This policy is part of our overall pastoral care procedures, and should be read in conjunction with our Behaviour Policy, Child Protection Policy, (and Local and National Child Protection Guidelines) Inclusion Policy and Special Educational Needs Policy.

REVIEWED BY	DATE OF POLICY	DATE OF REVIEW
SLT/SENCo	September 2018	September 2020
SEND GOVERNOR	T & L COMMITTEE	

VISION

Hartsbourne Primary School is an inclusive learning community where we are:

Building a strong school **community**; inspiring pupils to gain the **confidence**, resilience and independence to become **life-long learners**, making the best **progress** possible and creating happy memories.

OUR VISION

RATIONALE

Hartsbourne Primary School is an inclusive community school that welcomes and supports pupils with medical conditions. Local Authorities and schools have a responsibility for the health and safety of pupils in their care. In the case of pupils with special medical needs, the responsibility of the school is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required.

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

AIMS AND OBJECTIVES

We aim to provide pupils with medical conditions the same opportunities as others at school and achieve this by ensuring that:

- The school will be welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.
- We will help all children to be healthy, stay safe, enjoy and make a positive contribution and achieve economic well-being.
- Children with medical conditions will be included in all school activities.
- All staff are given appropriate information about medical conditions that affect children at this school.
- The school will allow adequate time for staff to receive training on the impact specific medical conditions can have on pupils both physically and socially/emotionally.
- All staff will receive training to support their confidence about what to do in an emergency. (See Emergency Procedures document).



- Staff will receive additional training about any children they may be working with who have complex health needs supported by an Individual Health Plan (See Appendix 3).

OBJECTIVES

Develop understanding of:

- Staff duty of care to children and young people (See Emergency Procedures document) in the event of an emergency.
- Certain medical conditions that are serious and can be potentially life threatening (particularly if ill-managed or misunderstood)
- The importance of medication being taken as prescribed.

Ensure that:

- Pupils with medical conditions are encouraged to take control of their condition (relative to their age).
- Parents/carers of pupils with medical conditions are made aware of the care their children receive at school and participate in planning meetings and agreeing systems and procedures.
- All staff have access to information about what to do in an emergency.
- The Head and Inclusion Manager provide staff with regular updates and liaise with medical professionals as needed.
- School staff are informed regularly about the school's medical conditions policy through the staff handbook and scheduled medical conditions updates.

COMMUNICATION

All policies are communicated to staff through staff meetings, school staff handbook, school intranet and hand-over meetings between teachers. All staff will receive regular updates (at least once per year) for asthma and other common medical needs and know how to act in an emergency.

The action required for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff including classrooms, kitchens in the school staff room, and electronically.

Supply/temporary staff are informed of their responsibilities, including who is the designated person, any medical needs or Individual Health Plans related to the children in their care and how to respond in emergencies, via the 'Information for Supply Teachers' document (signed for on the first visit to school).

Parent/carers are informed about the medical conditions policy by the policy statement in the schools' prospectus and signposting via the school's website, where all relevant policies are available.

Individual Health Plans will be used to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help.

This school has procedures in place so that a copy of the pupil's Individual Health Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

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. This school will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of the schools senior management and/or the schools critical incidents team.



Parents/carers should notify the school immediately if their child's medication changes or is discontinued, or the dose or administration method changes. Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.

Forms will be sent out by the school asking parents to identify any medical conditions when joining the school. Hartsbourne Primary School will collate the responses and identify those needing specific documentation or individual health plans.

ADMINISTRATION OF MEDICATION

Hartsbourne Primary school understands the importance of medication being taken as prescribed. All use of medication will be done under the appropriate supervision of a member of staff at this school unless there is an agreed plan for self-medication. Staff should be aware if pupils are using their medication in an abnormal way and should discuss this with the child and/or parents.

All 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 so or unless the situation is an emergency and falls under their regular duty of care arrangements. ***We reserve the right to request parents to return to school and administer the medicine.***

For medication where no specific training is necessary, any member of staff may administer medication to pupils under the age of 16, but only with the written consent of the pupil's parent. (See Appendix 2).

No medication may be given without this consent (including creams, lotions, drops, tablets, powders, laxatives, cough sweets, etc). Calpol or similar pain relief will **not** be administered for non-specific illness, eg coughs and colds. Anti-biotics may be administered after 24 hours (this is to give the medicine a chance to start working and for the parent to monitor any adverse reactions or an increase of symptoms).

All school staff in this school have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation.

We will ensure that:

- Pupils with medical conditions have **easy access to their emergency medication relative to their age and understanding.**
- Specific pupils understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their emergency medication safely.
- Specific training and updates will be given to all staff members who agree to administer medication to pupils if necessary.
- Staff are informed that they are required under a common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking such actions as administering medication or calling an ambulance.
- In some circumstances, medication may need to be administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult. This will be agreed in the Individual Health Plan.
- If a pupil at this school refuses their medication, staff will record this and follow the defined procedures. Parents/carers will be informed of this non-compliance as soon as possible.
- All staff attending off-site visits will be aware of any pupils on the visit who have medical conditions. They will receive information about the type of condition, what to do in an



emergency and any other additional support necessary, including any additional medication or equipment needed.

- If a trained member of staff, who is usually responsible for administering medication, is not available the school will make alternative arrangements to provide the service. This will also be addressed in the risk assessment for off-site activities.
- If a pupil misuses medication, either their own or another pupil's, their parents/carers will be informed as soon as possible. The school will seek medical advice by ringing A+E if this situation arises. In such circumstances, pupils will be subject to the school's usual disciplinary procedures.
- Medication is accessible only to those for whom it is prescribed.
- All staff will protect parents and pupil confidentiality.

STORAGE OF MEDICATION

Emergency medication will be readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys will be readily available and not held personally by members of staff.

If the pupil concerned is involved in extended school services then specific arrangements and risk assessments should be agreed with the parent and appropriate staff involved.

All non-emergency medication is kept in a secure place in the medical room. Pupils with medical conditions know where their medication is stored and how to access it.

The Paediatric First Aider school will ensure the correct storage of medication at school and any controlled drugs will be kept in a locked cupboard and only named staff have access. The school administrator checks the expiry dates for all medication stored at school each term (i.e. three times a year) and documents returns to parents.

All medication (including blue inhalers) will be sent home with pupils at the end of the year. It is the parent/carer's responsibility to ensure new and in-date medication comes into school with the appropriate instructions and ensures that the school receives this.

Parents/carers of pupils with medical conditions must ensure that all emergency and non-emergency medication brought in to school is supplied and stored in the original container, clearly labelled with the pupil's name, the name of the medication, route of administration, dose and frequency and an expiry date of the medication.

Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature. Some medication may need to be refrigerated (in the staff room fridge only). All refrigerated medication is stored in an airtight container and is clearly labelled.

Refrigerators used for the storage of medication are inaccessible to unsupervised pupils or lockable as appropriate.

SAFE DISPOSAL OF MEDICATION

Parents/carers at Hartsbourne will be asked to collect out-of-date medication. If parents/carers do not pick up out-of-date medication, or at the end of the school year, medication will be taken to a local pharmacy for safe disposal.

Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.



If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the pupil's parent. Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

RECORD KEEPING

Parents/carers will be asked if their child has any medical conditions, when joining the school (See Appendix 1). If a pupil has a short-term medical condition that requires medication during school hours (e.g. antibiotics to cover a chest infection) parents must complete an Application to Administer Medicine form (Appendix 2). Anti-biotics may be administered after 24 hours (this is to give the medicine a chance to start working and for the parent to monitor any adverse reactions or an increase of symptoms).

Individual Health Plans

Hartsbourne Primary School uses an Individual Health Plan (See Appendix 3 for a general example) for children with complex health needs. This will record important details about the child's medical needs at school, their triggers, signs, symptoms, medication and other treatments and any other information. Examples of complex health needs which may generate an Individual Health Plan following discussion with the school nurse, parents and the school are:

- Diabetes
- Gastrostomy/Nasogastric feeds
- A tracheostomy
- Anaphylaxis
- A central line or other long term venous access
- Severe asthma that has required a hospital admission within the last 12 months
- Epilepsy with rescue medication

Use of Individual Health Plans

Individual Health Plans are used to:

- Inform the appropriate staff about the individual needs of a pupil with a complex health need in their care.
- Identify important individual triggers for pupils with complex health needs at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of triggers.
- Ensure the emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in an emergency.

An Individual Health Plan for complex needs will usually be generated by a medical professional. This will be sent at the start of the school year; at enrolment, when a diagnosis is first communicated to the school, transition discussions or a new diagnosis.

It is the parent's responsibility to ensure the Individual Health Plan is generated/completed and returned to the school. If the school does not receive an IHP all school staff should follow standard first aid measures in an emergency.

The school will contact the parent/carer if health information has not been returned. If an Individual Health Plan has not been completed, the school nurse will contact the parents and may convene a TAC meeting or consider safeguarding children procedures if necessary. Copies of the finalised plan will be given to parents/carers, school and school nurse.



This school will ensure that a relevant member of school staff is present, if required, to help draw up an individual health plan for pupils with complex health or educational needs.

Individual Health Plan Register

Individual Health Plans will be used to create a centralised register of pupils with complex health needs. An identified member of school staff has responsibility for the register at this school. This school has ensured that there is a clear and accessible system for identifying pupils with health plans/medical needs such as names being 'flagged' on the SIMs system. A robust procedure is in place to ensure that the child's record, contact details and any changes to the administration of medicines, condition, treatment or incidents of ill health in the school is updated on the schools record system.

The responsible member of school staff follows up with the parents/carers and health professional if further detail on a pupil's Individual Health Plan is required or if permission or administration of medication is unclear or incomplete.

Ongoing communication and review of Individual Health Plans

Parents/carers at this school are regularly reminded to update their child's Individual Health 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. Each Individual Health Plan will have a review date.

Parents/carers should contact the school office administrator to direct any additional information, letters or health guidance in order that records can be quickly amended/updated.

Storage and access to Individual Health Plans

Parents/carers and pupils (where appropriate) at this school are provided with a copy of the pupil's current agreed Individual Health Plan.

Individual Health Plans are kept in a secure central location at school. Apart from the central copy, specified members of staff (agreed by the pupil and parents/carers) securely hold copies of pupils' Individual Health Plans. These copies are updated at the same time as the central copy. The school must ensure that where multiple copies are in use, there is a robust process for ensuring that they are updated, and hold the same information.

When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of the Individual Health Plans and needs of the pupils in their care.

The school will inform parents/carers that the Individual Health Plan has been sent to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day.

The information in the Individual Health Plan will remain confidential unless needed in an emergency.

Consent to Administer Medicines

If a pupil requires regular prescribed medication at school, parents/carers are asked to provide consent giving the pupil or staff permission to administer medication on a regular/daily basis, if required. This form is completed by parents/carers for pupils taking short courses of medication. (See Appendix 2).

All parents/carers of pupils with a complex health need who may require medication in an emergency are asked to provide consent on the Individual Health Plan for staff to administer medication.

Residential visits



Parents/carers are sent a residential visit form to be completed and returned to school 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 not normally taken during school hours (See Appendix...).

All residential visit forms are taken by the relevant staff member on visits where medication is required. These are accompanied by a copy of the pupil's individual health plan.

All parents/carers of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to supervise administration of medication at night or in the morning if required.

The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to help the pupil manage their condition while they are away (See Appendix 4). A copy of the Individual Health Plan and equipment/medication must be taken on off-site activities

Record of Awareness Raising Updates and Training

This school holds updates on common medical conditions once a year. A record of the content and attendance of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive updates. The School Nursing Service will provide updates if the school requests this.

All school staff who volunteer or who are contracted to administer emergency medication are provided with training, if needed, by a specialist nurse, doctor or school nurse. The school keeps a register of staff who have had the relevant training and it is the school's responsibility to arrange this.

The school risk assesses the number of first aiders it needs and ensures that the first aiders are suitably trained to carry out their responsibilities.

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 as accessible as possible to pupils with medical conditions within the constraints of the nature of the site.
- Meet the needs of pupils with medical conditions and to ensure that the physical environment at this school is as accessible as possible.
- Providing an accessible physical environment for out-of-school activities, recognising that this may sometimes mean changing activities or locations.

SOCIAL ENVIRONMENT

The school ensures that:

- The needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.



- The needs of pupils with medical conditions are adequately considered to ensure they have access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.
- Staff may use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

EXERCISE AND PHYSICAL ACTIVITY

This school understands the importance of all pupils taking part in sports, games and activities and will seek to ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

All classroom teachers, PE teachers and sports coaches understand that if a pupil reports they are feeling unwell, staff should seek guidance before considering whether they should take part in an activity.

Teachers and sports coaches are aware of pupils in their care who have been advised, by a healthcare professional, to avoid or to take special precautions with particular activities.

All PE teachers, classroom teachers and school sports coaches will be made aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

All pupils will have the appropriate medication or food with them during physical activity and that pupils take them when needed.

All pupils with medical conditions will be actively encouraged to take part in out-of-school clubs and team sports.

TEACHING AND LEARNING

Hartsbourne 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. Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the Inco and/or SLT.

Lessons about common medical conditions will be incorporated into PSHE lessons and other parts of the curriculum. Pupils at this school will learn how to respond to common medical conditions appropriate to their age and ability.

RISK ASSESSMENTS

Risk assessments are carried out by this school prior to any out-of-school visit or off site provision and medical conditions are considered during this process. This school considers: how all pupils will be able to access the activities proposed; how routine and emergency medication will be stored and administered, where help can be obtained in an emergency, and any other relevant matters.



When planning off-site or residential visits, the school will consider additional medication, equipment or other factors.

This school will consider triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing these health and safety risks and committed to working towards reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

ROLES AND RESPONSIBILITIES

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

Governors have a responsibility to ensure that:

The health and safety of their staff 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.

The school's health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed regularly.

The medical conditions policy is effectively implemented, monitored and evaluated and regularly updated

Ensure that the school has robust systems for dealing with medical emergencies and critical incidents ((See Hertfordshire's Critical Incident's Plan) at any time when pupils are on site or on out of school activities.

The Head Teacher and Senior Leadership Team have a responsibility to ensure that:

- The school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- The policy is put into action, with good communication to all staff, parents/carers and governors and every aspect of the policy is maintained.
- They monitor and review the policy at regular intervals, with input from governors, parents/carers, staff and external stakeholders.
- Report back to governors about implementation of the health and safety and medical conditions policy.
- Through consultation with the governors that the policy is adopted and put into action.

All Hartsbourne staff 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 and to call an ambulance if necessary.
- Understand the school's medical conditions policy.
- Know which pupils in their care have a complex health need and be familiar with the content of the pupil's Individual Health Plan.
- Know the school's registered first aiders and where assistance can be sought in the event of a medical emergency.
- Know the members of the schools Critical Incident Team if there is a need to seek assistance in the event of an emergency.
- Maintain effective communication with parents/carers including informing them if their child has been unwell at school.



- Ensure pupils who need medication 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 these can have on pupils.
- Ensure that pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in and pupils have the appropriate medication or food during any exercise and are allowed to take it when needed.
- Follow universal hygiene procedures if handling body fluids.
- Ensure that pupils who present as unwell should be questioned about the nature of their illness, if anything in their medical history has contributed to their current feeling of being unwell, if they have felt unwell at any other point in the day, if they have an Individual Health Plan and if they have any medication. The member of staff must remember that while they can involve the pupil in discussions regarding their condition, they are in loco parentis and as such must be assured or seek further advice from a registered first aider if they are in doubt as to the child's health, rather than take the child's word that they feel better.

Teaching staff have an additional responsibility to also:

- Ensure pupils who have been unwell have the opportunity to catch up on missed school work.
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, in liaison with the Inco/Senco.
- Liaise with parents/carers, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition.
- Use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

School nurse or healthcare professional has a responsibility to:

- Help provide regular updates for school staff in managing the most common medical conditions at school at the school's request and provide information about where the school can access other specialist training.
- Update the Individual Health Plans in liaison with appropriate medical staff, school staff and parents/carers.

First aiders have an additional responsibility to:

- Give immediate, appropriate help to casualties with injuries or illnesses.
- When necessary ensure that an ambulance is called.
- Ensure they are trained in their role as 1st aider and/or paediatric first aid.

Inclusion/Special educational needs coordinators have the additional responsibility to:

- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.
- (Liaise with other health/educational professionals involved in the pupil's care, as appropriate, in relation to the pupil's medical condition eg- Speech & Language Therapist for tube feeding, and/or Educational Psychologist and involve the relevant teaching/support staff as required).

Pupils have a responsibility to:

- Treat other pupils with and without a medical condition equally and with respect.
- Tell their parents/carers, teacher or nearest staff member when they are not feeling well.
- Let a member of staff know if another pupil is feeling unwell.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency (relative to age).
- Ensure a member of staff is called in an emergency situation.



Parents/carers have a responsibility to inform the school:

- If their child has a medical condition or complex health need.
- Of an up-to-date Individual Health Plan if their child has a complex health need and if necessary an asthma management plan from their doctor or specialist healthcare professional to help their child manage their condition.
- About the medication their child requires during school hours.
- Of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.
- Of any changes to their child's condition, medication, what they take, when, and how much
- Of full emergency contact details.

And ensure that:

- Their child's medication and medical devices are labelled with their child's full name.
- School is provided with appropriate spare medication labelled with their child's name.
- Their child's medication is within expiry dates.
- They keep their child at home if they are not well enough to attend school.
- Their child catches up on any school work they have missed.
- Their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- They have completed/signed all relevant documentation as appropriate.

POLICY REVIEW

The Medical Conditions in School Policy will be regularly reviewed evaluated and updated in line with the school's policy review timeline – every three years, or earlier if necessary or new information, legislation or guidelines are published. The views of pupils with various medical conditions may be sought and considered central to the evaluation process.



Appendix 1

Hartsbourne Primary School

Hartsbourne Road, Bushey Heath, Herts WD23 1SJ
 Telephone: 0208 075 9857 e-mail: parents@hartsbourne.org.uk

SCHOOL ADMISSION FORM

The information in this form is processed electronically for administrative purposes and is subject to the terms of the Data Protection Act 1998				
FOR OFFICE USE ONLY: Admission Date:	Year group:	Date birth certificate seen:	Utility bill seen:	Passport seen:

PUPIL DETAILS:

Child's Surname:				
Forenames:	(Underline the name by which the child is usually known)			
Date of Birth:		Girl		Boy
Parent's Names: (Carers/Guardians)	MOTHER:		FATHER:	
Home Address: (with full postcode)				
Parental E-mail for Contact:	1.		2.	
Home Telephone No:		Mother's Mobile:		
		Father's Mobile:		
Religion and Ethnic Group: (See attached list)		Language(s) Spoken at home	1 st	
			2 nd	
Position in Family (eg 1 of 3)		Siblings at Hartsbourne (name/year group)		



Previous school or nursery setting: (Name and address)		Telephone Number:
Parent Serving in the armed forces	YES	NO
Asylum Seeker Status Refugee status		WHICH SERVICE?

PLEASE BRING YOUR CHILD'S BIRTH CERTIFICATE FOR VERIFICATION AND PROOF OF HOME ADDRESS (eg Utility bill and passport)

Letters will be addressed to the parents/guardians named above, using the pupil's home address. Parents living apart may ask for copies to be sent to an alternative address.

EMERGENCY CONTACT DETAILS (Please notify the school office immediately there are any changes to this list. Details should be current at all times).

Details of persons to be called upon in case of emergency. Please enter four persons in order of contact priority.

	NAME	RELATIONSHIP TO CHILD	ADDRESS	DAY TIME TELEPHONE NUMBER/MOBILE:
1.				
2.				
3.				
4.				

MEDICAL DETAILS AND DIETARY REQUIREMENTS

Doctor's Name:		Telephone No:	
Full Surgery Address:			
Relevant medical information (dietary allergies must be accompanied by a medical diagnosis)	Parents may convey relevant medical information under separate cover to the school if they prefer and marked 'confidential.'		
Medication needed in school (if appropriate) Eg: EpiPen			
Dietary Requirements: (eg Vegetarian, Gluten/dairy free.			

ADDITIONAL CONTACTS:

NB: A parent is: 'someone who has parental responsibility or who looks after the child on a day-to-day basis'. You have parental responsibility if you are the child's natural mother, or the child's natural father and either you were married to the mother on the day of the child's birth or a court of law has given you parental responsibility or the child's mother has formally agreed to share parental responsibility with you or the child lives with you as a result of a court order.

Please add below anyone who comes into this category but who is NOT included in the details overleaf:



Name: Address:		Telephone Numbers

I declare the information on this form to be correct to the best of my knowledge.

Signed: (Parent/Guardian) Date:

Appendix 2



**HARTSBOURNE PRIMARY SCHOOL
HARTSBOURNE ROAD, BUSHEY HEATH, HERTS WD23 1SJ**

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION DURING THE SCHOOL DAY

The school will not be able to give medicine to your child unless this form is signed and the Head Teacher has agreed that the school can administer the medication. The school is under no obligation to administer medicines and reserves the right to refuse.

PUPIL DETAILS BELOW	YEAR GROUP:	
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SURNAME:		FIRST NAME:	
BOY/GIRL:		DATE OF BIRTH:	
DETAILS OF CONDITION OR ILLNESS:			

FULL DIRECTIONS FOR USE			
NAME OF MEDICINE			
DATE DISPENSED:		NO OF DAYS PRESCRIBED FOR:	
DOSAGE AND METHOD		TIME(S) TO BE TAKEN:	
ANY PRECAUTIONS		POSSIBLE SIDE EFFECTS IF KNOWN	
SIGNED:			



RELATIONSHIP TO CHILD:	
SCHOOL'S AGREEMENT	
<p>I agree that the above named child will receive the medication as stipulated above. The child will be supervised by a member of school staff whilst s/he takes the medicine. Parents will be informed immediately if a child refuses to take the medicine. Parents will then be asked to return to school to administer the medicine personally.</p> <p>V. HUDSON, HEAD TEACHER</p>	



Appendix 3

HARTSHORNE PRIMARY SCHOOL

INDIVIDUAL PUPIL HEALTH CARE PLAN

NAME:		DATE OF BIRTH:	
YEAR GROUP		CLASS TEACHER	
COPIES HELD BY:	Inco, School Office, Paediatric First Aider (Medical Room), Class Teacher, Parents		

Name of Medical Condition	
Nature/Type of Medical Condition	
Pupil Needs	
Frequency/Type of Contact with Home	
Other Information	



Signed:		Reviewed:
Date:		Annually or at parental request.