

# **Hazelwick School - Supporting Students with Medical Conditions**

## **Policy and Procedures**

## **Hazelwick Supporting Students with Medical Conditions policy**

### **Definition**

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

- (a) **Short-term**, affecting their participation in school activities, for which they are on a course of medication.
- (b) **Chronic conditions**, potentially limiting their access to education and requiring extra care and support

### **School Ethos**

Schools have a responsibility for the health and safety of students in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of students with special medical needs, the responsibility of the school is to make sure that safety measures cover the needs of all students at the school. This may mean making reasonable and appropriate arrangements for particular students so that they can access all aspects of the curriculum. In this case, individual procedures may be required. Hazelwick School is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that students with medical conditions (long or short term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Students with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of students have a common law duty to act 'in loco parentis' and must ensure the safety of all students in their care. This duty also extends to teachers leading activities taking place off the school site. To this end, we reserve the right to refuse admittance or the right to participate in off-site activities to a child with an infectious disease, where there may be a risk posed to others or where admittance or participation would pose a risk to the health of the child involved.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the West Sussex School Nurse, other Health professionals and the child's GP, in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, classmates).

### **Our Aims**

1. To support students with medical conditions, so that they have full access to education and educational visits
2. To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
3. To comply fully with the Equality Act 2010 for students who may have disabilities or special educational needs
4. To write, in association with healthcare professionals, Individual Healthcare Plans where necessary
5. To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
6. To keep, monitor and review appropriate records

### **Unacceptable Practice**

While school staff will use their professional discretion in supporting individual students, it is unacceptable to:

1. Prevent student from accessing their medication at the dosage prescribed by a medical professional
2. Assume every student with the same condition requires the same treatment

3. Ignore the views of the student or their parents / carers
4. Ignore medical advice
5. Prevent students with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare Plan (IHP)
6. Penalise students for their attendance record where this is related to a medical condition
7. Prevent student from eating, drinking or taking toilet breaks in accordance with their Individual Healthcare Plan
8. Routinely require parents to administer medicine where this interrupts their working day
9. Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part other than where the absence of the parent on the trip would pose an unacceptable risk to the student, other students or staff.

### **Entitlement**

Hazelwick School provides full access to the curriculum for every child wherever possible. We endeavour to ensure that students with medical needs receive appropriate care and support so that they can take advantage of this. However, we also recognise that employees, other than those within the Medical Team, have rights in relation to supporting students with medical needs.

Employees:

1. may choose whether or not they wish to be involved
2. will receive appropriate training as required
3. must work to clear guidelines
4. must bring to the attention of Senior Leadership any concern\* or matter relating to the support of students with medical conditions

### **Expectations**

It is expected that:

1. Parents will inform school of any medical condition which affects their child
2. Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container
3. Parents will ensure that medicines to be given in school are in date and clearly labelled as set out above
4. Parents will co-operate in training their children to self-administer medicine if this is appropriate, and staff members will only be involved if this is not possible
5. Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual
6. Hazelwick School will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine at the dosage prescribed by a medical professional if this is part of their Individual Healthcare Plan (for example, an inhaler)
7. School staff (usually the Medical Team) will liaise as necessary with healthcare professionals and services in order to access the most up-to-date advice about a student's medical needs and will seek support and training in the interests of the child
8. Transitional arrangements between schools will be completed in such a way that Hazelwick will (subject to appropriate consent being received by the School) ensure full disclosure of relevant medical information, Healthcare Plans and support needed in good time for the child's receiving school to prepare adequately
9. Individual Healthcare Plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals

(\*Hazelwick Child Protection Policy June 2015)

## **Procedure**

The Governing Body of Hazelwick School ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions. Currently the Bluefin Schools and Colleges Insurance Policy – QBE Insurance (Europe) Ltd. The policy is held in Hazelwick by Mr A Meggs.

## **Roles and Responsibilities**

### **The Governing Body**

The Governing Body are responsible for ensuring that:

- an appropriate policy and procedures are in place which meet the requirements of the 'Children and Families Act 2014'
- the Policy and procedures are regularly reviewed and updated as necessary taking full account of DfE Guidance. This will be a particular responsibility of the Pastoral and Community Committee of the Hazelwick Governing Body.

### **The School's Senior Leadership Team**

- All members of the SLT share responsibility for safeguarding the welfare of the students in the school's care
- The Headteacher is responsible for ensuring that arrangements are in place to support students with medical conditions in school. This responsibility will be carried out through the effective implementation of the Medical Conditions Policy, ensuring that:
  - The appropriate staff are suitably trained
  - In the case of staff absence or staff turnover, an appropriate alternative member of staff is available to support the child's needs
  - The Policy and procedures are communicated and understood by all members of staff and monitored, reviewed and updated regularly
- The Deputy Headteacher will, through the Line Management structure, monitor the implementation of the Policy and its procedures

### **The Hazelwick Medical Team**

- The day-to-day management and implementation of the School's medical procedures is the responsibility of the Hazelwick Medical Team under the leadership of the Designated School Nurse (DSN). They will:
  - Ensure that all relevant staff are made aware of the child's condition where this condition may require emergency attention (e.g. epilepsy, diabetes), and have access to the Individual Healthcare Plan
  - Ensure that all other medical conditions will be noted on the student's SIMS record and, through liaison with the Year Team, staff are updated with relevant detail
  - Where appropriate, ensure that reasonable steps are taken to inform cover teachers of children with medical conditions in their groups
  - Liaise with teachers in charge of trips, school visits and other school activities outside of the normal timetable to ensure that the child's medical needs are taken into account when completing risk assessments
  - At the point of transition liaise with locality schools, healthcare professionals, school colleagues and parents, to ensure that students' needs are met with regard to their medical conditions
  - Develop and monitor Individual Healthcare Plans

- Ensure that they are trained to deliver all Individual Healthcare Plans, including contingency and emergency situations
- Provide advice, guidance and, where appropriate, training within school in support of students' medical needs

#### **Hazelwick staff**

- All Hazelwick staff share a responsibility for the safeguarding\* and welfare of the students in our care
- Teaching staff must take full account of communication regarding the medical conditions of the students in their groups. They should seek further advice from the Medical Team where appropriate and always raise any concerns they may have regarding the welfare of students in their groups (see also Hazelwick's Child Protection Policy)
- Any member of school staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help. Usually this would be to contact the Medical Team for support
- Teachers in charge of trips, school visits and other school activities outside of the normal timetable must liaise with the Medical Team to ensure that they are aware of a child's particular medical needs and that these needs are taken into account when completing risk assessments

*(\*Hazelwick Child Protection Policy June 2015)*

#### **In an emergency**

In a medical emergency, wherever possible, the Medical Team will be asked to attend. When this is not possible, for example out of school hours, the member of staff responsible for the child will be expected to take the lead.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Children will be accompanied to hospital by a member of staff if this is deemed appropriate and where ambulance staff will allow this. Staff cars should not be used for this purpose. Parents or carers must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital. The first priority in an emergency situation is the welfare of the child and obtaining treatment or calling an ambulance should not be delayed whilst attempts are made to contact parents or carers.

#### **Administration of medicines**

The Designated School Nurse (DSN), as a qualified Nurse (RN1), is the school's administrator for medication. Parents must submit a written permission slip before any medicine is administered. Medicines to be given during the school day must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy providing the member of staff administering the drug has received appropriate training (See Appendix 8). Where no such member of staff is available then the school will be unable to administer or permit the administration of any Controlled drug on school premises or on a school trip.

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

Named staff members will give medicines (see Appendix 8). Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is that set out on the label, and that written permission has been given. Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered

will be recorded in the daily medical book (located in the school Medical Room) and on the Medication Communication Sheet (Appendix 4).

All medicines will be stored safely. Medicines needing refrigeration will be stored in the Medical Team fridge (it may be impossible to ensure that medicines are refrigerated during school trips). Some medicines (Auto-injector, inhalers, etc) will be carried by the student, for ease of access in accordance with the school's Asthma Policy (Appendix 5) and auto-injector procedure (Appendix 6) and/or the child's Individual Healthcare Plan, for example, during outside activities.

Controlled drugs or prescribed medicines will be kept in the locked cabinet in the Medical Room. Access to these medicines is restricted to the named persons. Medical staff will record any doses of these medicines taken by students in the daily medical book and on the Medication Communication Sheet (Appendix 4).

### **Dealing with allergic reactions**

Children with allergies, for example a nut allergy, may be prescribed and Auto-injector (for example an EpiPen) and an antihistamine, for example Cetirizine or Piriton.

An antihistamine, may be given if minor symptoms of an allergic reaction occur following exposure to an allergen. This medicine should be stored with the student's Auto-injector). If symptoms are more severe, the Auto-injector should be given immediately. An ambulance must be called immediately for a child where an Auto-injector is used. Parents should be contacted after this call has been made.

Students whose Individual Healthcare Plan may require the use of an Auto-injector must carry it on them at all times. Parents/carers are strongly advised to ask their GP to prescribe two Auto-injectors so that a spare may be carried by the student or kept in the school Medical Unit. Where provided a spare is kept in a locked cupboard in the Medical Room. All medical staff have access to the key for this cupboard which is clearly labelled and accessible. Any member of staff can administer an Auto-injector in an emergency

The Auto-injector (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn.

### **Asthma**

Students must carry their **Asthma inhalers** at all times. Occasions when students self-administer using asthma inhalers do not need to be recorded, but the student must inform a member of staff that they are taking a dose. Parents must ensure that all inhalers are marked with their child's name. All children with an inhaler must take them on educational visits, however short in duration.

### **Complaints**

Should parents be unhappy with any aspect of their child's medical care at Hazelwick, they must discuss their concerns with the school. This will be with the child's Head of Year in the first instance, who will, where appropriate, liaise with the Medical Team. If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parents can make a formal complaint using the Hazelwick School Complaints Procedure.

### **Use of Crutches in School**

In the unfortunate event of your child having an injury or surgery that requires crutches in school, these must be prescribed by the doctor treating the injury and supplied by the hospital. Please inform the School **before** your child returns, so that the correct procedures can be put in place. The School Medical Team and the student's Head of Year would need to know about the injury and the expected time of recovery so that they can be supported in school appropriately.

## Appendices

|            |  |
|------------|--|
| Appendix 1 | Individual Healthcare Plan implementation procedure                                |
| Appendix 2 | Individual Healthcare Plan (template)  |
| Appendix 3 | Parental agreement for school to administer medicine (template)                    |
| Appendix 4 | Record of medicine administered (template)   |
| Appendix 5 | Asthma Policy and emergency procedures   |
| Appendix 6 | Auto-injector – information, guidance and procedure                                |
| Appendix 7 | Contacting the Emergency Services procedure  |
| Appendix 8 | Medical Team, First Aiders, Named people for administering medicines               |
| Appendix 9 | Parental Agreement for Administering non-prescriptive medicines in school template |

## Appendix 1 Individual Healthcare Plan (IHP) implementation procedure

1. Parent or healthcare professional informs the school that child has a medical condition or is due to return from long-term absence, or that needs have changed
2. School Nurse co-ordinates a discussion around the child's medical needs and identifies members of school staff who will provide support to the student
3. Discussion group to agree the need for IHP to include key school staff, child, parent and relevant healthcare professionals
4. Develop IHP in partnership with healthcare professionals and agree on who leads
5. School staff training needs identified
6. Training delivered to staff – review date agreed
7. IHP implemented and key details circulated to relevant staff
8. IHP subject to ongoing review. Parent/carer, healthcare professional or school Medical Team to initiate



**Hazelwick School**

**Healthcare Plan for a Student with Medical Needs**

|                       |               |
|-----------------------|---------------|
| <b>Name:</b>          | <b>Photo:</b> |
| <b>Date of Birth:</b> |               |
| <b>Form:</b>          |               |
| <b>Condition:</b>     |               |
|                       |               |
| <b>Review Date:</b>   |               |

| <b>Contact Details</b>         |                         |
|--------------------------------|-------------------------|
| <b>Family Contact 1</b>        | <b>Family Contact 2</b> |
| Name:                          | Name:                   |
| Phone No. Mobile:              | Phone No. Mobile:       |
| Phone No. Home:                | Phone No. Home:         |
| Relationship:                  | Relationship:           |
|                                |                         |
| <b>Clinic/Hospital Contact</b> | <b>Doctor</b>           |
| Name:                          | Name:                   |
| Phone No.                      | Phone No.               |
| Doctor:                        | Doctor (if known):      |

|  |
|--|
| <b>Describe condition and give details of student's individual symptoms:</b> |
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| <b>Daily Care requirements: (e.g. before sport/at lunchtime)</b> |
|  |
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|--|
| <b>Describe what constitutes an emergency for the student and the action to take if this occurs:</b> |
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|                        |
|------------------------|
| <b>Follow-up care:</b> |
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|--|
| <b>Who is responsible in an emergency? (State if different on off-site activities)</b> |
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|                        |  |
|------------------------|--|
| <b>Form copied to:</b> |  |
|                        |  |
|                        |  |

I/We hereby consent to the contents of this Healthcare Plan and other medical information relevant to the named student being disclosed to staff responsible for teaching or supervising the student and to any medical professional involved in the care of the student (e.g. in the event that an ambulance is called).

\*Parent/Carer signature .....

\*Print name .....

**Parental agreement for school to administer medicine**

Hazelwick has a policy that staff can administer medicine. This will be done in accordance with the Supporting Children with Medical Conditions Policy. However, Hazelwick School will not give your child medicine unless you complete and sign this form.

Date .....

Student's Name .....

Student's Form .....

\*Name and strength of medicine .....

\*Expiry date .....

\*Dosage to be given .....

\*When to be given .....

\*Any other instructions .....

.....

\*Number of tablets to be given to Hazelwick .....

**Note: Medicines must be in the original container as dispensed by the Pharmacy**

\*Daytime number and name of parent/carer (1).....

\*Daytime number and name of parent/carer (2) .....

\*Name and contact number of GP.....

Medication held in Medical will be reviewed on a termly basis. Medical staff will contact the named Parent/carer as necessary.

The above information is, to be best of my knowledge, a complete disclosure of the medical condition(s) affecting the student and is accurate at the time of writing and I give consent to Hazelwick School staff administering medication to my child in accordance with Hazelwick School policy. I will inform Hazelwick School immediately, in writing, if there is any change in the dosage or frequency of the medication or if the medication is stopped.

\*Parent/Carer signature .....

\*Print name .....

All areas marked with \* must be completed.

Hazelwick School

**Medication Communication Sheet**

Student's Name ..... Form ..... Date Commenced .....

| Date | Action | Staff Initials | Outcome | Review Date |
|------|--------|----------------|---------|-------------|
|      |        |                |         |             |
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## **HAZELWICK SCHOOL ASTHMA POLICY**

The school:

- Recognises that asthma is a widespread, serious but controllable condition and the school welcomes all students with asthma
- Ensures that students with asthma can participate in all aspects of school life
- Recognises that students with asthma need immediate access to reliever inhalers at all times
- Keeps a record of all students with asthma
- Ensures that all staff who have students with asthma in their care, know who these students are and know the school's procedure to follow in the event of an asthma attack

### **ASTHMA MEDICINES**

Immediate access to reliever medicines is essential. Students must carry their inhalers on them and use them as necessary and parents must ensure that they do so. If parents request that a spare reliever inhaler be kept in school, then it must be clearly labelled with the student's name handed to the school medical staff to be kept in the medical room.

If the parent/carer has stated that the student requires an inhaler but does not supply an in-date inhaler, the school will take the following action:

- Inform the student that their inhaler is about to expire.
- Phone the parent/carer and request a new inhaler as soon as possible. The phone call will be logged on the student's Asthma information form.

### **RECORD KEEPING**

When a student joins the school, parents/carers must declare any medical conditions such as asthma that require care within school. At the beginning of each school year, parents must update details of any changes to medical conditions and medication, as well as emergency contact numbers.

### **EXERCISE AND ACTIVITY - PE AND GAMES**

All students are encouraged to participate fully in all aspects of school life including PE. PE staff will be aware of those students with asthma and they will be able to use their inhalers during exercise if needed.

### **ASTHMA ATTACKS**

In the event of an asthma attack, staff will follow the school procedure:

- Encourage the student to use their inhaler
- Summon the school medical staff/first aider giving the student's name
- If the student's condition does not improve or deteriorates, the medical staff/first aider will follow the Emergency asthma treatment procedure set out below
- The medical staff/first aider will call for an ambulance if there is no improvement or if there is any doubt about the student's condition

### **ACCESS TO THIS POLICY**

The asthma policy (Appendix 5 of the Supporting students with Medical Conditions Policy) will be accessible to all staff and the school community through the school's website. Hard copies can be obtained from the school office.

### **ASTHMA EMERGENCY TREATMENT PROCEDURE**

The new national protocol for schools recommends that each school should have an emergency Salbutamol inhaler for the use of students with asthma. Hazelwick will comply with these guidelines and make available a salbutamol inhaler and disposable spacer for administration to students with asthma in an emergency. It will be kept in the Medical Unit and replaced as necessary. Parental permission for emergency use will be obtained before administration where practical having regard to the degree of the need for treatment but the procedure will be followed as required even if parental permission is not available.

Signs of worsening asthma:

- Not responding to reliever medication
  - Rapid and difficult breathing
  - Difficulty speaking in sentences
  - Pale or blueness around the lips/mouth
  - Appears distressed or exhausted
- 
- **Give 6 puffs of the blue inhaler via a spacer**
  - Reassess after 5 minutes
  - If the student still remains wheezy and breathless, give a further **4 puffs of the blue inhaler**
  - Reassess after 5 minutes
  - If the student's symptoms are not relieved after this treatment, then this should be viewed as a serious attack:
  - **Call an ambulance and call a Parent**
  - Whilst awaiting the ambulance continue to give **10 puffs of the reliever inhaler** every few minutes

### **Anaphylaxis and the use of Auto-injectors – information, guidance and procedure**

Anaphylaxis is a severe systemic allergic reaction. The whole body is affected usually within minutes of exposure to the allergen, although rarely it can take up to several hours for the reaction to develop.

#### **Signs and symptoms**

- Swelling of the mouth or throat
- Alterations in heart rate
- Hives (nettle rash) anywhere on the body
- Abdominal cramps, nausea and vomiting
- Difficulty breathing
- A feeling of impending doom
- Collapse and unconscious

Not all of these symptoms need to be present before giving treatment or seeking help. The earlier the treatment, the better the outcome.

If a student has an allergy, then avoidance of the substance they are allergic to will be noted on their SIMS Medical Information record and, where relevant, their Individual Healthcare Plan. Liaison with their parents is crucial, as school trips will need to be planned and the environment assessed. The School is unable to guarantee that students will not be exposed to any allergens either on school premises or during a trip and students must actively manage their exposure to the allergens and immediately inform a member of staff if they believe that they have been exposed to any allergen which might trigger an allergic response.

Students with severe allergies should have their Auto-injector(s) in their possession at all times around the school site or on school trips and, where provided a spare injector kept in the medical wing. Parents/carers are strongly advised to ask their GP to prescribe two Auto-injectors so that a spare may be carried by the student, kept in the school Medical Unit or by a member of staff on a school trip. Two Auto-injectors per person should be available as a second can be administered if symptoms do not improve within five minutes of the first injection.

Parents are responsible for making sure that the school is fully aware of the student's condition and treatment and they must make sure that the auto-injectors are in date and renewed when necessary and are carried by the student at all times.

Where appropriate teachers and supply teachers will be able to access a student's medical information via the Medical Team or the school's system.

#### **Medicines and treatment**

Treatment of anaphylaxis requires an intramuscular injection of Adrenaline. This will

- Reverse swelling
- Relieve breathing difficulties
- Stimulate the heart

Every student at risk of anaphylaxis should be prescribed an adrenalin Auto-injector. Antihistamines may also be prescribed and may be useful if there is a slow onset to the allergic reaction.

#### **Auto-injectors - procedure**



The auto injector should be labelled with the student's name and should be easily accessible. It should be in date. (It is the responsibility of the parents to check this once a term.)

- The Auto injector should be administered into the upper, outer aspect of the thigh, through clothing (except denim or leather which may be too thick)
- The safety cap should be removed and the needle-tip end held at right angles to the leg, then jabbed firmly and held in place for ten seconds.
- The used auto injector should then be sent with the ambulance personnel to the hospital with the student.
- It is very important that an ambulance is called and the student taken to hospital, as a second episode (called a bi-phasic reaction) can occur.
- There are several different auto-injectors prescribed now but the most common are **EPIPEN** and **ANAPEN** (In both injectors the Adult dose is 0.3mg and the Child dose is 0.15 mg and the shelf life is 18-24 months.)

### **Emergency procedure**

- Dial 999
- Inform of the reaction
- Give emergency Treatment
- Make a note of the time and save the auto injector for the ambulance personnel
- Monitor the student closely until the ambulance arrives
- Inform Parents
- Accompany student to hospital if parent is unavailable

### **Staff Training**

Training for medical wing personal in Anaphylaxis and the administration of Auto-injectors will be done annually.

A DVD on use of Auto-injectors and their administration is available for all staff to utilise, and is available in the medical wing.

**To be completed in the event of Auto-injector use**

**Student/Staff Name:** ..... **Date of Birth:** .....

**Record of Administration of Adrenaline**

| <b>Date of Incident</b> | <b>Time of Adrenaline administration</b> | <b>Person administering</b> | <b>Time Ambulance arrived</b> |
|-------------------------|--|-----------------------------|-------------------------------|
|                         |  |                             |                               |

**Record of Auto-injector replacement following use**

| <b>Date when replacement Auto-injector requested</b> | <b>Date received from home</b> | <b>Expiry date of replacement Auto-injector</b> |
|--|--------------------------------|---|
|  |                                |   |

After use, place the Auto-injector in the storage box and send with the person to the hospital.

The parent or guardian of the student is responsible for the disposal of out-of-date Auto-injectors. They should be taken to a dispensing pharmacy for disposal.

## Appendix 7 Contacting the Emergency Services procedure

The following procedures are followed for calling an ambulance:

### **CALLING AN AMBULANCE**

When calling an ambulance for an emergency on the school site, please remember that precise directions on the school's location, as well as the correct address, will be required:

HAZELWICK SCHOOL

OFF BYCROFT WAY

THREE BRIDGES, CRAWLEY, RH10 1SX

Tel. No. 01293 403344

**PLEASE STRESS** that the school site should be approached from the Bycroft Way/Pound Hill end. Bycroft Way runs between Tesco Superstore and Tesco Petrol Station. The school should **NOT** be approached from the Hazelwick Avenue/Flyover end **AS THE GATES ARE LOCKED AT THAT END.**

Ideally, staff should be on hand at the front of the school to direct the Ambulance.

## Appendix 8 School staff medical training

### **School Medical Team**

|              |  |
|--------------|--|
| Mrs K Lewis  | Qualified Nurse (RN 1)                                     |
| Mrs K Waudby | Health and Safety At work (4 day + 2 day refresher course) |
| Mrs D Irwin  | Health and Safety At work (4 day + 2 day refresher course) |

### **Administering Controlled Drugs (Midazolam) - Epilepsy Trained Staff**

Mrs K Lewis  
Mrs K Waudby  
Mrs D Irwin

### **Anaphylaxis Awareness Trained staff**

Mrs K Lewis  
Mrs K Waudby  
Mrs D Irwin

### **First Aid (Appointed Person in the Workplace) Trained Staff**

There are currently 81 trained staff

### **Outdoor First Aid Training (Level 2 Activity)**

Mr J Smith

Appendix 9 Parental Agreement for Administering non-prescriptive medicines in school template

Hazelwick has a policy that staff can administer medicine. This will be done in accordance with the Supporting Children with Medical Conditions Policy. However, Hazelwick School will not give your child medicine unless you complete and sign this form.

Where a child has an allergy that requires antihistamine, eg. hayfever, the parent is asked to complete the Individual Protocol for Antihistamine

Date .....

Student's Name .....

Student's Form .....

\*Name and strength of medicine .....

\*Expiry date .....

\*Dosage to be given .....

\*When to be given .....

\*Any other instructions .....

.....

\*Number of tablets to be given to Hazelwick .....

**Note: Medicines must be in the original container as dispensed by the Pharmacy**

\*Daytime number and name of parent/carer (1).....

\*Daytime number and name of parent/carer (2) .....

\*Name and contact number of GP.....

The school will contact home regularly and update the child's medical record as required.

School Representative.....

The above information is, to be best of my knowledge, a complete disclosure of the medical condition(s) affecting the student and is accurate at the time of writing and I give consent to Hazelwick School staff administering medication to my child in accordance with Hazelwick School policy. I will inform Hazelwick School immediately, in writing, if there is any change in the dosage or frequency of the medication or if the medication is stopped.

\*Parent/Carer signature .....

\*Print name .....

All areas marked with \* must be completed.

A record of this is kept in the Medical Wing and recorded on SIMS. A copy of the consent form will be given to the parents for signature. One copy of the form will be kept in school within the Medical Wing and the procedure outlined on the form is followed by school staff, as required.

**Protocol for other non-prescriptive medication, for example, analgesia other than paracetamol**

When notified by the parents of a particular need, A 'Parental Agreement for School to administer medicine form' must be completed and signed by the parents, giving consent for school staff to administer medicine as outlined.

See Appendix 3 (Medical Conditions Policy)