

# **Donnington Primary School**

## **Supporting Pupils with Medical Needs Policy**

**Mission Statement:** Our mission is to provide all our children with high standards of teaching, learning and playing environments, so that each child can develop to his or her greatest potential and be prepared to move forward in study, work and play for their future success.

**Donnington is an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all pupils with all medical conditions the same opportunities as others at school and achieve this by ensuring that:**

- All Donnington staff understands their duty of care to children and young people in the event of an emergency.
- All staff feels confident in knowing what to do in an emergency.
- The school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- The school understands the importance of medication being taken as prescribed.
- All staff understands the common medical conditions that affect children at this school.
- This school allows adequate time for staff to receive training on the impact medical conditions can have on pupils.
- Staff receives additional training about any children they may be working with who have complex health needs.
- All parent/carers will complete a Pupil details form on entry to the school (appendix 1) which details any medical needs or conditions. This is kept on file.

### **Guidelines**

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

- a. This school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.
- b. This school aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can be healthy, stay safe, enjoy and achieve make a positive contribution and achieve economic well-being.
- c. Pupils with medical conditions are encouraged to take control of their condition.
- d. This school aims to include all pupils with medical conditions in all school activities.
- e. Parents/carers of pupils with medical conditions are aware of the care their children receive at this school.
- f. This school ensures all staff understands their duty of care to children and young people in the event of an emergency.
- g. All staff has access to information about what to do in an emergency.
- h. This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- i. All staff has an understanding of the common medical conditions that may affect children at this school. Staff receives regular updates. The Headteacher is responsible for ensuring staff receives regular updates. The School Nursing Service can provide the updates if the School requests.
- j. The medical conditions policy is understood and followed by the whole school and local health community.

## **2. The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation**

- a. Parent/carers are informed about the medical conditions policy by including a policy statement via the school's website, where it is available all year round
- b. School staff are informed and regularly reminded about the school's medical conditions policy:
  - through the staff handbook and staff meetings and by accessing the school's intranet
  - through scheduled medical conditions updates
  - through the key principles of the policy being displayed in several prominent staff areas at this school and on the school's intranet
  - supply and temporary staff are informed of the policy and their responsibilities including who is the designated person (Angela McAllister) and of any medical needs related to the children in their care and how to respond in emergencies

## **3. Relevant staff understands and are updated in what to do in an emergency for the most common serious medical conditions at this school**

- a. Relevant staff at this school is aware of the most common serious medical conditions at this school.
- b. Staff at this school understands their duty of care to pupils both during, and at either side of the school day 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/carer. This may include administering medication.
- c. Staff receives updates at least once a year for asthma and other medical needs and know how to act in an emergency. Additional training is prioritized for key staff members who work with children who have specific medical conditions.
- d. 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.
- e. This school uses Individual Support Plans (which can detail medical needs where appropriate) 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.
- f. This school has procedures in place so that a copy of the pupil's detail form 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.
- g. 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.

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

Administration – emergency medication

- a. This school will seek to ensure that pupils with medical conditions have **easy access to their emergency medication.**
- b. This school will ensure that all 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.

### **Administration – general**

- c. This school understands the importance of medication being taken as prescribed.
- d. All use of medication is 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.

- e. 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.
- f. Many other members of staff are happy to take on the voluntary role of administering medication. 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 although this is usually carried out by the designated person (Angela McAllister in the school office).
- g. This school will ensure that specific training and updates will be given to all staff members who agree to administer medication to pupils if necessary.
- h. 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. This may include taking action such as assisting in administering medication or calling an ambulance.
- i. In some circumstances, medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult. This will be agreed in advance and recorded on the pupil details form.
- j. Parents/carers 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. Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.
- k. 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.
- l. All staff attending off-site visits are 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.
- m. If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- n. If a pupil misuses medication, either their own or another pupil's, their parents/carers are 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.

## **5. This school has clear guidance on the storage of medication at school**

### **Safe storage – emergency medication**

- a. Emergency medication is 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 are readily available and not held personally by members of staff.
- b. 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.

### **Safe storage - non-emergency medication**

- c. All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.
- d. Staff ensure that medication is accessible only to those for whom it is prescribed

### **Safe storage – general**

- e. This school has an identified member of staff/designated person who ensures the correct storage of medication at school.
- f. All controlled drugs are kept in a locked cupboard and only named staff have access.
- g. The identified member of staff checks the expiry dates for all medication stored at school each term (i.e. three times a year).

- h. The identified member of staff, along with the parents/carers 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 of the medication, route of administration, dose and frequency, an expiry date of the medication.
- i. All medication is supplied and stored in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- j. Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature.
- k. 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. Refrigerators used for the storage of medication are inaccessible to unsupervised pupils or lockable as appropriate.
- l. All medication (including blue inhalers) is sent home with pupils at the end of the school term.
- m. 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.

**Safe disposal**

- n. Parents/carers at this school are asked to collect out-of-date medication.
- o. If parents/carers do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- p. A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least 3 times a year and is always documented.
- q. 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.
- r. 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.
- s. Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

**6. This school has clear guidance about record keeping for pupils with medical conditions  
Pupil Detail Form (Appendix 1)**

- a. Parents/carers at this school are asked if their child has any medical conditions
- b. If a pupil has a short-term medical condition that requires medication during school hours (e.g. antibiotics to cover a chest infection), a medication form plus explanation is sent to the pupil's parents/carers to complete.

**Medical Conditions Information Pathway**

<p><b>ACTION</b> Form sent out by school asking parents to identify any medical conditions. *Pupil Details Form (apendix 1) to be sent out, depending on school's usual procedures including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Transition discussions</li> <li><input type="checkbox"/> At start of school year</li> <li><input type="checkbox"/> New enrolment (during the school year)</li> <li><input type="checkbox"/> New diagnosis informed by parents</li> </ul>	<p>School</p>
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School collates response and identifies those needing additional support and where necessary information shared with the school nurse.	School
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School Nurse or SENCO holds a meeting with the parents to discuss the need and what should be included on the pupil's ISP (Individual Support Plan) form. Form completed together.	
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Medical and procedure stored in school according to policy. School Nurse	School Nurse & School
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### **Inclusion Register**

c. Pupils with additional medical needs will be included on the school's inclusion register to ensure care is managed effectively.

### **Ongoing communication and review**

d. Parents/carers at this school are regularly reminded to inform the school of any changes to their child's condition – this should be done via the school office so that their ISP and any medication or procedures to administer can be updated. A Pupil Details Form is sent out every new academic year to request updates to information (Appendix 3)

Parents/carers have a designated route/person to direct any additional information, letters or health guidance to in order that the necessary records are altered quickly and the necessary information disseminated. This is Angela McAllister in the school office.

### **Consent to administer medicines**

e. If a pupil requires regular prescribed medication at school, parents/carers are asked to provide consent on their child's pupil details form giving the pupil or staff permission to administer medication on a regular/daily basis, if required. This form is completed by parents/carers. (Appendix 4)

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

### **Residential visits**

g. 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 (GBOEC Medical questionnaire Appendix 2)

h. 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 care plan.

- i. 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.
- j. 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 relevant staff and supervisors to help the pupil manage their condition while they are away.
- k. The school will meet with the parent/carer to complete a Care Plan for the treatment of their child. This Care Plan will be taken on the trip.

### **Record of Awareness Raising Updates and Training**

- l. 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 request this.
- m. 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, it is the school's responsibility to arrange this.
- n. This school risk assesses the number of first aiders it needs and ensures that the first aiders are suitably trained to carry out their responsibilities.

## **7. 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**

- a. This school is committed to providing a physical environment that is as accessible as possible to pupils with medical conditions.
- b. This school aims to meet the needs of pupils with medical conditions and to ensure that the physical environment at this school is as accessible as possible.
- c. This school's commitment to an accessible physical environment includes out-of-school; it also recognises that this may sometimes mean changing activities or locations.

### **Social interactions**

- d. 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 before and after school.
- e. This school ensures 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.
- f. 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.
- g. Staff 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**

- h. This school understands the importance of all pupils taking part in sports, games and activities.
- i. This school seeks 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.
- j. This school seeks to ensure that all classroom teachers, PE teachers and sports coaches understand that if a pupil report they are feeling unwell, the teacher should seek guidance before considering whether they should take part in an activity.

k. 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.

l. 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 minimise these triggers.

m. This school seeks to ensure that all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

n. This school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

#### **Education and learning**

o. 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.

p. Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator.

q. This school ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

r. Pupils at this school learn how to respond to common medical conditions.

#### **Risk Assessments**

s. 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.

t. This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off site activities. This school considers additional medication and facilities that are normally available at school.

#### **8. This school is aware of the 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.**

a. This school is committed to working towards reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

b. School staff have been updated on medical conditions. This update includes information on how to avoid and reduce exposure to triggers for common medical conditions.

#### **9. Each member of the school and health community knows their roles and responsibilities 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, school staff, and community healthcare professionals and any relevant emergency practitioners 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.

**Governors** have a responsibility to:

- ensure 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
- ensure the schools health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed annually.

- make sure 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 at any time when pupils are on site or on out of school activities.

**The Headteacher** 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
- ensure the policy is put into action, with good communication of the policy to all staff, parents/carers and governors
- ensure every aspect of the policy is maintained
- ensure that if the oversight of the policy is delegated to another senior member of staff ensure that the reporting process forms part of their regular supervision/reporting meetings
- 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.
- ensure through consultation with the governors that the policy is adopted and put into action.

**All Donnington's school 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
- call an ambulance in an emergency
- 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 ISP with regards to medical need.
- know the schools 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 all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure that 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 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 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
- provide information about where the school can access other specialist training.
- update the records of pupil's medical conditions with appropriate 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
- ensure that they are trained in paediatric first aid.

**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.
- Medical needs are included on the ISP

**Pupils** have a responsibility to:

- treat other pupils with and without a medical condition equally
- 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
- ensure a member of staff is called in an emergency situation.

• **Parents/carers** have a responsibility to:

- tell the school if their child has a medical condition or complex health need
- ensure the school has a complete and up-to-date information if their child has a complex health need
- inform the school about the medication their child requires during school hours
- inform the school/provider 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 labelled with their child's full name
- ensure that the school has full emergency contact details for them
- provide the school with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates

- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional

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**12. The medical conditions policy is regularly reviewed evaluated and updated.**

a. This school's medical condition policy is reviewed, evaluated and updated in line with the school's policy review timeline – every three years, or earlier if necessary.

b. The views of pupils with various medical conditions may be sought and considered central to the evaluation process.

Donnington Primary School follows the guidelines as detailed in DfE document: Supporting pupils at school with medical conditions - Statutory guidance for governing bodies of maintained schools and proprietors of academies in England September 2014.

Policy Due for Review February 2018

DRAFT

## DONNINGTON PRIMARY SCHOOL PUPIL DETAILS FORM

**PLEASE COMPLETE THIS FORM AND RETURN IT TO THE SCHOOL OFFICE AS SOON AS POSSIBLE.**

<b>UPN No.</b>
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Birth Cert. Seen	<b>Yes / No</b>	Date of Admission		Nursery Recep		Key Stage 1		Key Stage 2	
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Child's Surname:	Child's Forenames:				
Family Name:					
Date of Birth:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">Male</td> </tr> <tr> <td></td> <td style="text-align: center;">Female</td> </tr> </table>		Male		Female
	Male				
	Female				
Home Address					
Postcode:					
Home Telephone Number:	Mobile:				

**Please notify the school immediately of any change of address or telephone number.**

Does your child live at the above address? <b>Yes / No</b>	
If No, please give details:	
	Tel. No:

<b>Mother or Guardian</b>	<b>Father or Guardian</b>
Name:	Name:
Address (if different from above)	Address (if different from above)
Postcode:	Postcode:
Telephone Number:	Telephone Number:

Work Address:	Work Address:
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Child's Brothers or Sisters		
Name	Date of Birth	School

**Arrangements for Bringing and Collecting Your Child**

Who will bring your child to school? .....

Who will collect your child from school? .....

**The school must be notified of any changes to these arrangements and the person concerned should introduce themselves to your child's teacher.**

**GENERAL CONSENT FORM**

**OUTINGS AND EXCURSIONS**

There are times during the school year when the children are taken on local visits within walking distance of the school and in line with our usual policy. Children will be well supervised on all occasions. These activities involve no cost to parents and are part of the National School Curriculum.

Your consent will obviously still be required separately for longer journeys where transport is needed. In order not to have to ask you every time for permission to take your child on a local visit, would you please sign the consent form below.

I give my consent for my child to accompany his/her class on local visits while at Donnington Primary School. I understand that children will be supervised at all times.

Signed: ..... Date: .....  
(Parent/Guardian)

The information on the School Admissions Form that I have given is true and correct. I will inform the school immediately of any changes which may arise.

Signed: ..... Date: .....  
(Parent/Guardian)

**Office Notes**

**PERSON TO CONTACT IN AN EMERGENCY**

<b>Contact 1</b>
Surname:
First Name:
Relationship:
Tel No:

<b>Contact 1</b>
Surname:
First Name:
Relationship:
Tel No:

<b>Names of Previous Schools Attended</b>
Did your child attend Donnington Nursery? <b>Yes / No</b>

<b>Special Educational Needs</b>
Does your child have a Statement of Special Educational Needs? <b>Yes / No</b> Please give details:

<b>Medical</b>	
Does your child suffer from any of the following:	Has your child been in contact with the following?
Diabetes <b>Yes / No</b> Visual Impairment <b>Yes / No</b>	Social Worker <b>Yes / No</b>
Epilepsy <b>Yes / No</b> Hearing Difficulties <b>Yes / No</b>	Educational Welfare Officer <b>Yes / No</b>
Asthma <b>Yes / No</b> Sickle Cell <b>Yes / No</b>	Educational Psychologist <b>Yes / No</b>
Other (please specify)	Speech Therapist <b>Yes / No</b>
	If Yes, please give details:

Does your child suffer from any allergies? <b>Yes / No</b> If yes, please give details:	Please give details of any medication required:

Doctor's Name:	Doctor's Address:
Tel. No:	

<b>Food</b>
Is there any food that your child cannot eat/drink? Please tick
Beef <input type="checkbox"/> Eggs <input type="checkbox"/> Milk <input type="checkbox"/> Pork <input type="checkbox"/> Nuts <input type="checkbox"/> Fish <input type="checkbox"/>
Dairy Produce <input type="checkbox"/>

<b>Lunch Arrangements</b>	Packed Lunch <input type="checkbox"/>	School Meal <input type="checkbox"/>
Vegetarian Yes / No		

**Section 8 Orders**

Are there any Section 8 Orders (under the Children's Act) issued in relation to your child? **Yes / No**

A Residence Order <input type="checkbox"/>	A Contact Order <input type="checkbox"/>
A Prohibited Steps Order <input type="checkbox"/>	A Specific Issue Order <input type="checkbox"/>

Please give details:

**NB.**  
**A Residence Order** defines the arrangements to be made as to where and with whom a child may live.  
**A Contact Order** names anyone who may have contact with the child.  
**A Prohibited Steps Order** forbids specific actions on the part of whoever exercises parental responsibility.  
**A Specific Issue Order** settles a matter/possible dispute about the child.

Do both parents have legal responsibility for the child? **Y / N**

If no, who does have parental responsibility?

**Equal Opportunities Monitoring**

The Council has legal duty under the Race Relations Act 1976 and the Education Reform Act 1988, to make arrangements with a view to ensure that its various functions are carried out with due regards to the need to eliminate unlawful racial discrimination and promote equality of opportunity. In order to comply with this duty, and to promote the objectives described above, the Council and indeed the Government, would like to ensure that the services they provide are available for all who apply to use them. No child should receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins.

**Ethnic Origin**

Asian Bangladesh <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>
Asian Chinese <input type="checkbox"/>	Black Other <input type="checkbox"/>
Asian Indian <input type="checkbox"/>	White UK <input type="checkbox"/>
Asian Pakistani <input type="checkbox"/>	White Irish <input type="checkbox"/>
Asian Other <input type="checkbox"/>	White European <input type="checkbox"/>
Black African <input type="checkbox"/>	White Other <input type="checkbox"/>

Any Other (please specify)  
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**Languages Spoken at Home**

Arabic <input type="checkbox"/>	Bengali <input type="checkbox"/>
English <input type="checkbox"/>	Farsi <input type="checkbox"/>
Hindi <input type="checkbox"/>	Greek <input type="checkbox"/>
Portuguese <input type="checkbox"/>	Ibo <input type="checkbox"/>
Spanish <input type="checkbox"/>	Punjabi <input type="checkbox"/>
Twi <input type="checkbox"/>	Tamil <input type="checkbox"/>
Cantonese <input type="checkbox"/>	Urdu <input type="checkbox"/>
Gujarati <input type="checkbox"/>	French <input type="checkbox"/>
Somali <input type="checkbox"/>	Italian <input type="checkbox"/>
Yoruba <input type="checkbox"/>	Turkish <input type="checkbox"/>

Other (please specify)  
 -----

**Religion or Faith**

Christian <input type="checkbox"/>	Hindu <input type="checkbox"/>	Jewish <input type="checkbox"/>	Muslim <input type="checkbox"/>	Sikh <input type="checkbox"/>
Buddhist <input type="checkbox"/>	Rastafarian <input type="checkbox"/>	None <input type="checkbox"/>		

Other (please specify) -----

Dear Parent/Carer

## **GORDON BROWN OUTDOOR EDUCATION CENTRE**

Please complete the Medical Questionnaire below and return it to the School Office as soon as possible.

### **MEDICAL QUESTIONNAIRE**

**Child's Name**.....

Is your child in good health now?  **Yes**  **No**

Has your child contracted any infectious disease within the last year?  **Yes**  **No**

If so, please state which illness.....

Is your child receiving any treatment/medication from your Doctor or hospital?  **Yes**  **No**

If yes, please give details.....

Please indicate if your child suffers from any of the following:

- Allergies (e.g. particular medicines, feather pillows etc)  **Yes**  **No**

If so, please give details.....

- Diabetes  **Yes**  **No**

- Asthma  **Yes**  **No**  
(Asthma pumps should be clearly labeled with your child's name and School, in a sealed container please).

- Epilepsy  **Yes**  **No**

- Does your child suffer from travel sickness?  **Yes**  **No**

- Are there any hygiene difficulties (e.g. occasional bed wetting?)  **Yes**  **No**

If your child receives any medication between the time this form is completed and our departure for the Gordon Brown Centre, please inform the School Office.

**Please give details of your Family Doctor:**

Name.....

Address.....

Telephone Number.....

**Diet**

Is your child Vegetarian?  Yes    No

If your child has a **medical** or **religious** reason for **NOT** eating any of the following PLEASE PUT X in the box. The Gordon Brown Centre advises us they cannot cater for fussy eaters.

Fish

Chicken

Pork

Lamb

Cheese Products

**PARENT CONTACT INFORMATION**

Parents' Names.....

Home Address.....

Home Telephone Number.....

Daytime Telephone Number.....

Emergency Telephone Number.....  
(A family member/neighbour's number if possible)

Yours faithfully  
**Roger Roberts**  
**Headteacher**

### Appendix 3 – Letter sent at the beginning of each academic year

#### Pupil Details Form

To ensure our pupil records are up to date at the start of a new Academic Year, please complete **all** sections of the form below and return it to the School Office as soon as possible. All information will be treated as confidential. Thank you for your co-operation.

Yours faithfully,  
Roger Roberts  
Headteacher

.....

#### Basic Details

Child's Surname	
Child's Forename	
Date of Birth	
Address	
Home Phone Number	
Mother/Carer's Name and Mobile	
Father/Carer's Name and Mobile	

#### Medical Details

Medical Conditions	
Allergies	
Medication	

**IF YOUR CHILD HAS ASTHMA, PLEASE PROVIDE THE SCHOOL OFFICE WITH A SPARE INHALER.**

#### Travel Information

[Please circle one option to indicate how your child normally travels to school.]

Walk	Car/Van	Cycle	Bus	Train
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#### Emergency Contacts

[In the event we are unable to contact either parent, please give details below of **two** other family members or friends.]

Name	
Relationship to Child	
Daytime Number	

Name	
Relationship to Child	
Daytime Number	

**MEDICATION ADMINISTRATION FORM**

NAME OF CHILD.....CLASS.....

MEDICAL CONDITION.....

MEDICATION AND DOSAGE.....

WHEN TO BE GIVEN (Please tick one option below.)

- AS AND WHEN REQUIRED
- DATES FROM.....TO.....

**IN THE EVENT OF AN EMERGENCY AN AMBULANCE WILL BE CALLED BY THE SCHOOL.**

(Please note, it is School Policy to administer medication only ONCE per day.)

.....  
I request that the School’s Welfare Assistant/First Aider administer the medication named above to my child.

I fully accept that the School or any of its employees are NOT LIABLE for:

- The medication not being administered
- The incorrect dosage being administered
- The timings not being adhered to

I also accept that, if my child falls ill in any way that neither the School nor any of its employees are liable.

In particular, the School may refuse to accept responsibility for the administration of medication to pupils where:

- The timing is crucial to the health of the child
- Some technical or medical knowledge and/or training is required

SIGNED.....DATE.....

PRINTED NAME.....

RELATIONSHIP TO CHILD.....

DRAFT

DRAFT