

Whiteshill Primary School

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Dear Parents

We need to ensure our records are up to date with regards to your child's medical information, so that we can ensure all medication e.g. inhalers, are in school and available if your child needs them.

Your child's health and wellbeing is very important to us so please complete the attached medical consent form and return it to the school office as soon as possible, **even if your child's medical condition or allergy does not require medication.** This form will be sent home each September on an annual basis so that you can make any changes. If, during the year, your child's medical needs change, it is your responsibility to let the school know as soon as possible so that their records can be updated and the appropriate care can be given in school.

If your child **does not** currently have a known medical condition or allergy, please fill in the slip at the bottom of this page and return it to school so that we can be sure our records are up to date. You **do not** need to fill in the form on the second page of this letter if your child does not have a known medical condition or allergy. **PLEASE NOTE - ONCE THIS FORM HAS BEEN RETURNED IT WILL REPLACE ALL PREVIOUS FORMS FILLED IN WITH REGARD TO YOUR CHILD'S MEDICAL CONDITIONS IN SCHOOL.**

If your child is prescribed medicine for a short period of time that needs to be taken in school hours e.g. antibiotics that need to be taken four times a day, please come and collect a different form from the school office and fill it in before, or as, you bring the medicine into school. **Please do not hand medicines to teachers or put them in children's bags, always come through the office as we are unable to administer medicines in school unless signed permission has been given by yourselves.** Please note, we can only administer prescribed medicines in school, any non-prescribed medicines necessary during the school day will need to be administered by yourselves during school time e.g. calpol, paracetamol.

If you would like more information, please see our Supporting Children with Medical Conditions and First Aid Policies, which are available on the school website. This includes a section which states 'staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind'. This may of course include emergency first aid and the calling of an ambulance in an emergency situation. We will always talk to your first to gain your consent wherever this is possible before calling an ambulance in a non-emergency situation.

As always, any questions, please do ask.

Heather Francis
Headteacher

I confirm that my child _____ date of birth _____ does not have a known medical condition or allergy.

Signed _____ Date _____

Parent Name _____



Medical Condition or Allergy Form

Name of pupil:	
Year Group:	
Date of Birth:	

Signed: _____ Date: _____

Parent Name: _____

<p>Name and details of medical condition or allergy including signs and symptoms. If more than one, please number them clearly. Please use the back of this sheet if you need more space.</p>	
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Please note, according to our school policy:

- No child will be given prescription medicines without their Parents/Carers written consent.
- The school will not administer non-prescription medicines to a child. If a parent or carer wishes a child to have non-prescription medicine administered during the school day, they will need to come to school to administer it to their child.
- The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and which include instructions for administration, dosage and storage.
- Parents are responsible for checking the dates on medication and for renewing it as necessary as well as for collecting unused or out of date medicine from school.
- All prescription medicines will be stored safely in the school office or the refrigerator in the staffroom when necessary.
- Emergency medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be always readily available to children and not locked away; these will be stored in the classroom where both class teacher and child know how to access them. These should be clearly labelled with the child's name.
- During school trips, the member of staff in charge of first aid will carry all bottled and packaged medical devices and medicines required. Older pupils may be responsible for carrying their own inhalers.
- Staff administering medicines will do so in accordance with the prescriber's instructions. The school will keep a written record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom.