

# Pupils with Medical Needs and Disabilities Policy

---

ACADEMIC YEAR 2018-19

Version:	1.0
Author:	GS
Date:	Nov 2017
Approved by governors:	
To be reviewed:	July 2019
Signed:	GS

Record of Alterations

Version 1.0    Original Version

# Pupils with Medical Needs and Disabilities Policy

## Table of Contents

Introduction .....	3
School Context .....	3
Principles.....	3
Definition of health needs .....	4
Roles and Responsibilities .....	4
Staff training and support.....	5
Procedures .....	6
Notification .....	6
Individual Healthcare Plans .....	6
Home tuition .....	7
Pregnancy .....	7
Medicines in school.....	8
Self-management by pupils .....	8
Managing medicines on school premises .....	8
Emergency Situations .....	13
Day trips, Residentials and Sporting Activities.....	13
Liability and Indemnity.....	13
Complaints.....	13

## Introduction

### School Context

**Shelley College Academy** is committed to providing pupils with a high quality education whatever their health need, disability or individual circumstances. We believe that all pupils should have access to as much education as their particular medical condition allows, so that they maintain the momentum of their learning whether they are attending school or going through periods of treatment and recuperation. We promote inclusion and will make all reasonable adjustments to ensure that children and young people with a disability, health need or SEN are not discriminated against or treated less favourably than other pupils.

### Principles

This policy and any ensuing procedures and practice are based on the following principles.

- All children and young people are entitled to a high quality education;
- Disruption to the education of children with health needs should be minimised;
- If children can be in school they should be in school. Children's diverse personal, social and educational needs are most often best met in school. Our school will make reasonable adjustments where necessary to enable all children to attend school;
- Effective partnership working and collaboration between schools, families, education services, health services and all agencies involved with a child or young person are essential to achieving the best outcomes for the child;
- Children with health needs often have additional social and emotional needs. Attending to these additional needs is an integral element in the care and support that the child requires; and that
- Children and young people with health needs are treated as individuals, and are offered the level and type of support that is most appropriate for their circumstances; staff should strive to be responsive to the needs of individuals.

#### **As a school we will not:**

- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;

- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; nor
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child.

## Definition of health needs

For the purpose of this policy, pupils with health needs may be:

- pupils with **chronic or short term health conditions or a disability** involving specific access requirements, treatments, support or forms of supervision during the course of the school day or
- **sick children**, including those who are physically ill or injured or are recovering from medical interventions, or
- children with **mental or emotional health problems**.

This policy does not cover self-limiting infectious diseases of childhood, e.g. measles.

Some children with medical conditions may have a disability. A person has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. Where this is the case, Shelley College Academy will comply with its duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision.

## Roles and Responsibilities

All staff have a responsibility to ensure that all students at **Shelley College (Academy)** have equal access to the opportunities that will enable them to flourish and achieve to the best of their ability.

### Designated school medical needs officer

The member of staff responsible for ensuring that pupils with health needs have proper access to education is **the SENCO**. He will be the person with whom parents/carers will discuss particular arrangements to be made in connection with the medical needs of a pupil. It will be his responsibility to pass on information to the relevant members of staff within the school. The **SENCO** will liaise with other agencies and professionals, as well as parents/carers, to ensure good communication and effective sharing of information. This will enhance pupils' inclusion in the life of the school and enable optimum opportunities for educational progress and achievement.

### **Parents/carers and pupils**

Parents hold key information and knowledge and have a crucial role to play. Both parents and pupils will be involved in the process of making decisions. Parents are expected to keep the school informed about any changes in their children's condition or in the treatment their children are receiving, including changes in medication. Parents will be kept informed about arrangements in school and about contacts made with outside agencies.

### **School staff**

Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help. Staff must familiarise themselves with the medical needs of the pupils they work with. Training needs will be reviewed once per term and will be updated as required so that staff know how to meet individual given circumstances, what precautions to take and how to react in an emergency.

### **The Headteacher**

The headteacher is responsible for ensuring that all staff are aware of this policy and understand their role in its implementation. The headteacher will ensure that all staff who need to know are aware of a child's condition. He will also ensure that sufficient numbers of trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. The headteacher has overall responsibility for the development of individual healthcare plans. He will also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. He will contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

### **The Governing body**

The governing body is responsible for making arrangements to support pupils with medical conditions in school, including ensuring that this policy is developed and implemented. They will ensure that all pupils with medical conditions at this school are supported to enable the fullest participation possible in all aspects of school life. The governing body will ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They will also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

### **Other healthcare professionals**

GPs and Paediatricians should notify the appropriate member of staff when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans.

### **Staff training and support**

In carrying out their role to support pupils with medical conditions, school staff will receive appropriate training and support. Training needs will be identified during the development or review of individual healthcare plans. A relevant healthcare professional will lead on identifying and agreeing with the school, the type and level of training required, and how this can be obtained. The

school will ensure that training is sufficient to ensure that staff are competent and confident in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans.

This policy will be publicised to all staff to raise awareness at a whole school level of the importance of supporting pupils with medical conditions, and to make all staff aware of their role in implementing this policy. Information on how this school supports children with health needs is included in our induction procedure for all new staff.

## Procedures

### Notification

Information about medical needs or SEN is requested on admission to the school. Parents and carers are asked to keep the school informed of any changes to their child's condition or treatment. Whenever possible, meetings with the parents/carers and other professionals are held before the pupil attends school to ensure a smooth transition into college. When pupils enter the school, parents/carers are offered the opportunity of attending a personal interview with the **SENCO Mr Stead**. At this meeting parents can seek advice on the health of their child.

Information supplied by parents/carers is transferred to the **Medical Needs Register** which lists the children class by class. An electronic summary of the class Medical Needs Register is kept in the Inclusion folder on the staff shared area so that it can be referred to easily. Fuller details are given on a 'need to know' basis. Confidentiality is assured by all members of staff. **The Principle First Aid Officer** will have a termly meeting with the **SENCo/Inclusion Manager** at which the **Medical Needs Register** is reviewed and health matters discussed.

Any medical concerns the school has about a pupil will be raised with the parents/carers and discussed with the **Principle First Aid Officer**. Most parents/carers will wish to deal with medical matters themselves through their GP. In some instances the school, after consultation with the parent/carer, may consider a referral to a multi-disciplinary centre such as the Child Development Centre, where a full paediatric assessment can be carried out.

### Individual Healthcare Plans

Not all children with medical needs will require an individual healthcare plan. The school, healthcare professional and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the headteacher will take a final view.

Individual healthcare plans will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. Plans are also likely to be needed in cases where medical conditions are long-term and complex. Plans provide clarity about what needs to be done, when and by whom.

Individual healthcare plans should capture the key information and actions that are required to support the child effectively. The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support.

Individual healthcare plans, and their review, may be initiated, in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care to the child. Plans will be drawn up in partnership between the school, parents, and a relevant healthcare professional, e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the child. Pupils will also be involved whenever appropriate.

Partners should agree who will take the lead in writing the plan, but responsibility for ensuring that it is finalised and implemented rests with the **SENCO**. Plans are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. Plans are developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social well-being and minimises disruption.

Where a child has SEN but does not have a statement or EHC plan, their special educational needs will be mentioned in their individual healthcare plan. Where the child has a special educational need identified in a statement or EHC plan, the individual healthcare plan will be linked to or become part of that statement or EHC plan.

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), the school will work with the appropriate hospital school or identified health care team to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

## Home tuition

When pupils are too ill to attend fulltime, the school will establish, where possible, the amount of time a pupil may be absent and identify ways in which the school can support the pupil in the short term (e.g. providing work to be done at home in the first instance). Where children have long-term health needs, the pattern of illness and absence from school can be unpredictable, so the most appropriate form of support for these children should be discussed and agreed between the school, the family and the relevant medical professionals.

## Pregnancy

Young women of compulsory school age who are pregnant are entitled to remain at school whenever and for as long as possible. The school will make reasonable adjustments to enable young pregnant women to remain in school. When there is medical evidence that continuing to attend school would be contrary to the young woman's or the unborn child's wellbeing, the school will make a referral for provision of home tuition. Following the birth of the baby, young mothers may benefit from home tuition for a temporary period before they return to school.

## Medicines in school

### Self-management by pupils

Wherever possible, children are allowed to carry their own medicines and relevant devices or are able to access their medicines for self-medication quickly and easily via the **Principle First Aid Officer**. Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant trained staff will help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents will then be informed so that alternative options can be considered.

### Managing medicines on school premises

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

No child under 16 will be given prescription or non-prescription medicines without their parent's written consent - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort will be made to encourage the child or young person to involve their parents while respecting their right to confidentiality.

The school only accepts prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container.

All medicines are stored safely. Children are informed of where their medicines are at all times and are able to access them immediately. Where relevant, they know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away.

A child under 16 will never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, will never be administered without first checking maximum dosages and when the previous dose was taken. Parents will be informed.

A child under 16 will not be given non-prescription pain killers such as paracetamol unless it forms part of a health care plan and has been brought in and registered by the student.

A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Otherwise, the school will keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container to which only named staff have access. Controlled drugs will be easily accessible in an emergency. A record is kept of any doses used and the amount of the controlled drug held in school.

School staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines will do so in accordance with the prescriber's instructions. The school keeps a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted. When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps.

### **THE ROLE OF THE SENIOR FIRST AIDER AT SHELLEY COLLEGE**

Shelley College employs a **Senior First Aider**, the main purpose of the post is to provide First Aid provision for students and staff at the college in a professional and caring manner.

When a student feels ill they must ask permission from their teacher to go to the medical room. The Senior First Aider will assess the student and take the following course of action:

- If the student is well enough they will be encouraged to return to lesson
- If the student is not well enough to continue, the Senior First Aider will contact parents/carers to ask them to collect the student and take home.
- If the emergency services are called, it may be necessary for the Senior First Aider or another member of staff to accompany the student(s) to hospital.

The Senior First Aider will also:

- Provide a general oversight of the health and well-being of students and staff in school and provide a direct link between school, home and welfare/health services.
- Create (in conjunction with other stakeholders) Individual Health and Care Plans
- Complete and update medical records in school, including any relevant feedback to staff. Check and complete accident/incident report forms before forwarding to Facilities Manager.
- Maintain the school's medical stores and equipment, including ordering.
- Keep First Aid boxes around school fully and appropriately stocked. Prepare First Aid kits for out-of-school trips and visits.
- Have regard at all times of the LA and School Health & Safety Policies, and provide input into the school's policies in relation to First Aid and welfare matters.
- Raise any First Aid matters with the school's Health & Safety Committee.
- Liaise with the schools qualified First Aiders to ensure they are aware of any medical issues in the absence of the Senior First Aider.
- Monitor and keep safe all students' medicines

- Liaise with the LA and NHS, on health matters and policies – disseminating information to staff as appropriate.
- Support the school at large events and functions, ie Sports Day, Christmas Showcase, etc.
- Liaise with school pastoral staff in connection with medical issues/support that may be required for individual students.

## Roles and Responsibilities

Roles and responsibilities will be in accordance with the previously mentioned policy. We have set out school duties briefly below:

- a. The designated person with responsibility for students with medical needs is the Senior First Aider. The role is outlined as follows:
  - Ensure all new admissions to the college have completed an admission form and full medical details. This form is circulated to parents when a place has been allocated to their son/daughter.
  - To review and identify admission forms which indicate a medical condition. Then parent/carer will be asked to complete the medical information gathering form, which will assist the Senior First Aider in conjunction with parents as to whether an Individual Health Care Plan will be required.
  - To contact parent/carer(s) to discuss their son/daughter's medical needs if an Individual Health Care Plan is sent to school via the Nurse team or a GP
  - To request that parent/carer(s) complete an agreement to administer prescription medicines form. If a student requires the administration of prescription medicine whilst on school site.
  - Ensure all the information regarding medical needs of students is kept secure in a lockable filing cabinet and updated in the SIMS database
  - Ensure SIMS information is routinely updated when new information is received
  - Communicate updates to staff via the SEN and Medical Need Information document and email teaching and First Aid staff when updates are received in year.
  - Produce a record of all students with medical needs in the form of a Medical information booklet (part of the SEN information document) containing key information from the individual health care plans.
  - Provide overviews of students medical information for trips and visits
  - Be the responsible person for the safe storage of medicines and lead on communication with parents, to ensure adequate supplies of medicines in school
  - Assist as necessary with student self-administration of medicines
  - Record and keep appropriate records all First Aid administered
  - Ensure that effective vetting of visits/trips are carried out in terms of student medical needs
  - Co-ordinate with the Business Manager, the necessary training of staff in all related matters and the maintenance of staff training records
  - Produce and monitor the school First Aid rota

- b. Other staff members with specific duties are: First Aid Rota staff. Their duties are to cover for the Senior First Aider in short-term absence with:
- Administration of medicines as agreed with parents/families, and the maintenance of necessary records
  - First Aid provision
- c. It is the role of the Visits/Trips co-ordinator to liaise with parents/teacher in charge of the activity to obtain medical information by letter or medical form and to ensure that staff are prepared to deal with any necessary medical need or issue. All medical information to be given to the Senior First Aider for updating on system.

### Safe storage of medicines.

Schools or other settings should not store large volumes of medicines. Staff should only store, supervise and administer medicine that has been prescribed for an individual student. Medicines should be stored strictly in accordance with product instructions and in the original container in which dispensed.

Medicines must be kept in the container supplied which must be clearly labelled with the: name of the student; dose/frequency of administration; instructions for administration; date of dispensing; cautionary advice; expiry date.

If a medicine is approaching its expiry data, or is close to running out, the Senior First Aider is responsible for contacting parents to remind them. Medicines will be locked away in a cupboard in the Medical Room – keys are held by the Senior First Aider. The exceptions to this are:

- a) Medicines for asthma, anaphylaxis, diabetes and epilepsy - These medicines may be needed in emergency situations when immediate access would be essential – located in reception. In some cases students would carry their own medication e.g. inhalers for asthma, adrenaline injector pens for anaphylaxis in line with their care plan.
- b) Medicines needing refrigeration. The refrigerator is in the Medical Room, which is always locked when a member of staff is not present.

## 1. Record keeping – consent, health care plans etc.

For each student with medical needs, a file will be held by the senior First Aider. This contains a copy of correspondence from parents including any agreed individual health care plan.

Not all students with medical needs will require an individual plan. A short written agreement with parents may be all that is necessary but this information should be entered into the medical information booklet and available to teaching staff.

Individual health care plans will contain different levels of detail according to individual need. The care plan should clarify the help that can be provided. It should include details of symptoms, daily care requirements, detailed emergency procedures and family/medical contact details.

## Off - site activities and home to school transport.

Shelley College promotes good practice in encouraging students with medical needs to take part in school trips, wherever safety permits. The Visits/Trip co-ordinator will liaise with the Senior First Aider/teacher in charge of the activity of any students attending with medical issues. Managing these students is then built into the risk assessment process – we advise staff to refer to Kirklees Children and Young Persons department for off site visits for further guidance. The Senior First Aider will arrange training in the administration of medicines on an as needs basis. For journeys abroad and exchange visits it is advisable to have one copy of the parental consent form in the language of the country visited. Where a student requires and has a particular medical action plan, this should also be available in the host language. This is particularly important if students stay with host families during an exchange visit.

Most students with medical conditions can take part in the PE curriculum and extra - curricular sport. The school should be sufficiently flexible for all students to take part in ways appropriate to their own abilities. Clearly identify any restrictions on the student's ability to take part in PE and incorporate these in their individual health care plan. You can find further guidance via the following link

***[www.afpe.org.uk/physical-education/safe-practice-in-physical-education-school-sport](http://www.afpe.org.uk/physical-education/safe-practice-in-physical-education-school-sport)***

For work experience, the Principal or designated delegate should make sure that any placement is suitable for a student with a particular medical condition. The Student Manager is responsible for liaising with the Senior First Aider, and the C and K Careers Service over any students who may have Medical Needs, and where necessary an additional Risk Assessment on the placement undertaken. Encourage students to share relevant medical information with employers. Complete a risk

assessment for all student placements. The school has the primary duty of care to assess the suitability of all off site provision. Equally there is a responsibility on the provider to undertake a risk assessment to identify significant risks and necessary control measures when children/young people are on site.

### **Disposal, hygiene and infection control.**

Staff should not dispose of medicines. Parents are responsible for ensuring the date-expired medicines are returned to a pharmacy for safe disposal. Parents should also collect medicines at the end of each school year, or if they are needed during other holidays.

## **Emergency Situations**

Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school will be informed what to do in general terms, such as informing a teacher immediately if they think help is needed. If a child needs to be taken to hospital, staff will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

## **Day trips, Residentials and Sporting Activities**

Pupils with medical conditions are actively supported to participate in school trips and visits, or in sporting activities. In planning such activities, teachers will undertake the appropriate risk assessment and will take into account how a child's medical condition might impact on their participation. Arrangements for the inclusion of pupils in such activities with any required adjustments will be made by the school unless evidence from a clinician such as a GP states that this is not in the child's best interests.

## **Liability and Indemnity**

The school's insurance arrangements are sufficient and appropriate to cover staff providing support to pupils with medical conditions. Staff providing such support are entitled to view the school's insurance policies.

## **Complaints**

If parents or pupils are dissatisfied with the support provided they should discuss their concerns directly with the **SENCO** in the first instance. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Appendices

## **AGREEMENT TO ADMINISTER NON-PRESCRIPTION MEDICINE CONSENT FORM**

The School Senior First Aider maintains medical and illness records to enable her to give appropriate help and care to pupils. If you wish to contact her regarding your child's health, please email [karen.whitaker@shelleycollege.org](mailto:karen.whitaker@shelleycollege.org)

<b>Student name:</b>	<b>FORM:</b>
----------------------	--------------

### **MEDICATION**

The school retains a duty of care during the school day and on school visits/residential trips, please give permission for the school Senior First Aider/trip leader to administer the following non-prescription medicines:

Paracetamol		Anti-Diarrhoea pills		Insect bite/sting cream	
Ibuprofen		Antiseptic wipes		Adhesive plasters	

Please note, the information supplied will be visible for checking purposes on data collection forms.

**I give permission for a member of staff at Shelley College to administer the non-prescription medicines in accordance with the stated minimum dose.**

Parent/ Carer \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Students with asthma**

If your child has an asthma attack, and does not have their own inhaler available, I give permission for my child to use a rescue inhaler (supplied by pharmacies for asthma attack emergencies in schools)

Parent/ Carer \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## AGREEMENT TO ADMINISTER PRESCRIPTION MEDICINE CONSENT FORM

The School Senior First Aider maintains medical and illness records to enable her to give appropriate help and care to pupils. If you wish to contact her regarding your child's health, please email [karen.whitaker@shelleycollege.org](mailto:karen.whitaker@shelleycollege.org)

**Student name:**

**FORM:**

### MEDICATION

The school retains a duty of care during the school day and on school visits/residential trips, **I give permission for a member of staff at Shelley College to administer the following prescription medicines in accordance with the stated minimum dose.**

#### Prescription drug 1:

Name \_\_\_\_\_ of \_\_\_\_\_ the \_\_\_\_\_ prescription drug: \_\_\_\_\_

Dose \_\_\_\_\_ to \_\_\_\_\_ be administered: \_\_\_\_\_

Frequency: \_\_\_\_\_  
\_\_\_\_\_

Parent/ Carer \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

#### Prescription drug 2:

Name \_\_\_\_\_ of \_\_\_\_\_ the \_\_\_\_\_ prescription drug: \_\_\_\_\_

Dose \_\_\_\_\_ to \_\_\_\_\_ be administered: \_\_\_\_\_

Frequency: \_\_\_\_\_  
\_\_\_\_\_

Parent/ Carer \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**I confirm if any of the information above changes, I will immediately notify  
the Senior First Aider.**

Parent/ Carer \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## INFORMATION GATHERING FORM PRIOR TO THE DECISION TO CREATE AN IHCP (Individual Health Care Plan)

**IMPORTANT:**

- If your child has **ANY medical condition**, it is extremely important that you complete the IHCP information gathering form. This helps to give appropriate care to your child in school and on trips and is essential information.
- If your child has **ANY medications prescribed**, these must also be listed on the IHCP information gathering form.
- If it is necessary for your child to take medication during the school day, please ensure the Senior First Aider has a supply in the original packaging. **Any changes in medical conditions and/or medications should be notified to the Senior First Aider as soon as possible.**

<b>Student name:</b>	<b>FORM:</b>
----------------------	--------------

Details of child's condition (in case of an allergy, please record regularity):
What are the effects of your child's condition on their concentration/behaviour/social times/emotional well-being):
What constitutes an emergency in relation to your child's condition?:
What action to take in an emergency?:
What not to do in the event of an emergency?:
Who to contact in the event of an emergency?:
The role of staff – training required?:
Special requirements, e.g. dietary needs, pre-activity precautions:
Side effects of medication:
Administration of medicines (plan):
Input from school nurse/other health professionals:
Parent/ Carer _____
Signed _____ Date _____

If your son/daughter requires the administration of prescription drugs, you will need to complete and sign an AGREEMENT TO ADMINISTER PRESCRIPTION MEDICINE CONSENT FORM.

## Flowchart of how we process medical needs information



