

# **Parklands Community Primary & Nursery School**



## **Supporting pupils with medical conditions**

November 2021

## **Appendices**

**A. Request for school to administer medication**

**B. Individual Healthcare Plan**

**C. Asthma Card**

**D. Administration of Medication Whole School Record**

**E. Inhaler Record**

**Addendum - *What to do if a pupil displays symptoms of COVID-19***

## **Introduction**

Parklands Community Primary & Nursery School is an inclusive community which aims to make the school welcoming and supportive to pupils with medical conditions.

We aim to include all pupils with medical conditions in all school activities and provide the same opportunities to all children in line with the inclusive ethos.

In order to do this, the school ensures that all staff:

- Understand their duty to care for children and young people in the event of an emergency.
- Understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- Appreciate the importance of medication being taken as prescribed.
- Understand the common medical conditions that affect children at this school.
- Receive training on the impact medical conditions can have on pupils and additional training about any children they may be working with who have an Individual Health Plan (IHP).

The Medical Conditions Policy is understood and supported by the whole school and local health community.

## **Formulation of this Policy**

The school has consulted on the development of this policy with a wide range of stakeholders from within the school and external health agencies.

The stakeholders consulted include:

- Pupils with health conditions
- Parents
- School staff, including designated first aid qualified staff and Learning Mentors
- Representatives of the Governing Body
- School Nurse
- Special Educational Needs Coordinator

Pupils are informed and regularly reminded about the Medical Conditions Policy through the School Parliament, in Personal, Social and Health Education (PSHE) lessons and in assemblies throughout the year.

Parents are informed about the Medical Conditions Policy:

- Making the policy available on the school's website
- At the start of the year when communication is sent out to relevant families in relation to Individual Healthcare Plans when they require updating
- In the school newsletter during the year

School staff are informed and regularly reminded about the Medical Conditions Policy:

- Via staff meetings
- At scheduled medical conditions training
- Through the policy being displayed in prominent staff areas

The Medical Conditions Policy is shared with governors and external health staff, including the school nurse on an annual basis, or when amendments are made in line with local or national directives.

### **Managing emergency situations for common serious medical conditions**

Relevant staff at Parklands Community Primary & Nursery School are aware of the most common serious medical conditions at this school and understand their duty of care to pupils in the event of an emergency. Each of these children has an individual healthcare plan which has been written in consultation with medical professionals (where appropriate), parents, school staff and the child.

All staff receive training in what to do in an emergency such as a fire in school and regarding medical conditions such as asthma or allergies.

Where children have allergies, an Allergy Plan is documented alongside other relevant documents such as specific risk assessments.

Action for staff to take in a medical emergency situation, and in the case of known allergies, is displayed in prominent locations for all staff. All first aid trained staff are aware of these needs and procedures that are in place.

The school uses Individual Healthcare Plans (IHP) to inform appropriate staff of pupils in their care who may need emergency help. These plans are updated and reviewed annually in consultation with parents, the child, key school staff who know the child and medical professionals. Parents are responsible for informing the school of any changes that need to be made to the plan during the school year

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

If a child needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives.

### **Guidance on the administration of medication at school**

Administration – Emergency medication

Emergency medication which may be administered in school includes Epi-pens and inhalers.

All pupils at this school with medical conditions have easy access to their emergency medication or in the case of younger children a key adult is available to support.

Parklands Community Primary & Nursery School will ensure that all pupils understand the arrangements for a member of staff to assist in helping them to take their emergency medication safely.

#### Administration – General

The school understands the importance of medication being taken as prescribed and will administer it in line with the details provided by parents on the medicine form.

All medication is taken under the appropriate supervision of a designated member of staff. Designated members of staff hold first aid qualifications which are kept up to date with regular training.

Medication is administered and recorded, and all administered medication is countersigned.

Medication is only administered where it has been prescribed by a medical professional and the relevant medication form fully completed (Appendix A – Request for the school to give medication) and signed by an adult with parental responsibility.

Parents are informed that if their child's medication changes or is discontinued, or if the dosage or administration method is altered, it is the parent's responsibility to inform the school and complete a medication form providing new details as appropriate.

If a pupil refuses their medication, parents will be informed as soon as possible.

School staff will phone parents/carers to ask if pupils have been medicated. If they have not, pupils may need to be sent home.

All staff attending off-site visits are aware of any pupils with medical conditions. Their medication register provides information about conditions and any relevant medication and should be referred to ascertain if medication needs to be taken on the visit and if any additional specific risk assessment documents need to be completed.

If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible and the school would seek medical advice.

#### **Storage of medication in school**

##### Safe storage – emergency medication

Emergency medication, such as inhalers and Epi-pens, are readily available to pupils who require it at all times during the school day or during off site activities. If emergency medication is a controlled drug and needs to be held securely, it will be placed in the safe in the staffroom.

##### Safe storage – non-emergency medication

All non-emergency medication is kept in clearly marked medical boxes in a safe location inside classrooms.

Where medication needs to be kept cool, it may be placed in the medicines fridge which is locked.

In certain situations, medication is stored in the key code access safe in the staffroom.

Pupils with medical conditions and the adults who support them know where their medication is stored and how to access it under adult direction.

All staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

Designated first aid trained staff who administer medication check the expiry dates of medication held in school on a termly basis.

Medication is also checked against the medication form completed and signed by the parent when the medication is accepted into school. The expiry date of the medicine, the dosage and the details on the prescription label are checked against the medication form.

Medication is stored in accordance with instructions.

All medication is sent home with pupils at the end of the school year. Medication is not stored during summer holidays.

It is the parent's responsibility to ensure that new and in date medication comes into school on the first day of the new academic year.

Safe disposal

Parents are asked to collect expired medication.

If parents do not pick up medication, or at the end of the school year medication is not collected, it is taken to a local pharmacy for safe disposal.

The designated staff responsible for checking medication held in school on a termly basis arrange for the collection by parents of disposal of any expired medication.

Sharps boxes would be used in the event of the school needing to dispose of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. Any sharps boxes held in this school will be stored in a locked cupboard or the medication safe in the staffroom.

If a sharps box is needed on a residential or an off site visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the pupil's parent.

Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

### **Record keeping for pupils with medical conditions**

All parents and adults with parental responsibility are asked to complete a medication form on an annual basis. The information supplied is recorded in the Medication Register.

Parents of children joining the school are also asked to complete inform us of medical information as part of the enrolment process.

If a pupil has a short-term medical condition that requires medication during school hours, parents complete an administration of medicine form in line with the Medication Policy. (Appendix A – Request for the school to give medication). The school will only accept and administer medication that is prescribed to be taken 4x per day. Medicines that are required to be taken 3x per day can be administered at home before and after school and in the evening.

### **Individual Health Care Plans (IHP)**

Parklands Community Primary School will document an Individual Healthcare Plan IHP (Appendix B – General IHP document) for children with complex health needs to record the children's medical needs at school, their triggers, signs, symptoms, medication and any other relevant information.

Where a child suffers from an allergy, asthma or diabetes, an Individual Health Care Plan specific to that condition would be completed. (Appendix C – Asthma Card).

Examples of complex health needs which may require the documentation of an Individual Healthcare Plan include:

- Diabetes
- Anaphylaxis
- Gastrostomy feeds
- A tracheostomy
- A central line or other long term venous access
- Severe asthma that has required hospital admission in the last twelve months
- Epilepsy with rescue medication.

An Individual Healthcare Plan form, accompanied by an explanation of why and how it is used, is sent to all parents of children with a long term, complex medical need. The IHP is sent at the start of the school year, on enrolment and/or when a diagnosis is first communicated to school.

It is the responsibility of the parent to provide basic information on the IHP form. This information is then discussed with parents and the child in order to draw up a comprehensive IHP document. This is done by a designated member of staff or the senior leadership team. Where a risk is identified, and in the case of bodily fluids being exposed, a risk assessment will be completed and signed by school staff and parents.

### **Medical Register & Register of Individual Healthcare Plans**

A register of pupils with Individual Healthcare Plans is maintained alongside the school Medical Register. IHP documents are reviewed in consultation with parents and the child on a termly basis.

Parents and pupils are provided with a copy of the IHP document.

Individual Healthcare Plans are held on children's personal files in the school office. Contents of IHPs are shared with all designated staff and other relevant personnel including the child's class teacher.

The SENDCO also holds a copy of all IHPs in a file in a locked cabinet. Information on IHPs must be discussed and shared annually at transition meetings for each year group.

When a member of staff is new to a pupil group, for example, due to staff absence, the school office makes sure they are made aware of and have access to the IHP documents for children in their care.

All IHPs are loaded CPOMS.

The school ensures all staff protect pupil confidentiality, unless parents' permission is expressly sought so as to display information around school to ensure all staff are aware of the specific medical condition and any steps needed.

This school seeks permission from parents to allow the Individual Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside of the normal day. This permission is included on the IHP document.

Individual Healthcare Plans are used by this school to:

- Inform appropriate staff about the individual needs of a pupil with a medical condition in their care
- Ensure that staff are clear regarding the medication used to manage the medical condition
- Identify common or important triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers
- Ensure all medication stored in school is within the expiry date
- Enable staff to inform medical professionals in the event of a serious incident

Parents of children with Individual Healthcare Plans must complete the form outlining details of medication and dosage in line with the school Medication Policy.

### **Residential Visits**

If a child with a serious medical condition is likely to attend a residential visit, contact will be made by a senior member of staff with parents to review the child's IHP and discuss any additional needs, equipment or medical requirements which may apply. During this meeting, up-to-date information about the pupil's current condition and their overall health will be discussed, including information about medication not normally taken during the school day.

Any additional permission forms to enable staff to administer additional medication will be completed in this meeting and an additional specific risk assessment document may be prepared based on the information provided by the parent.

The specific risk assessment should be shared with and signed by the parent before the residential trip takes place.

The child's Individual Healthcare Plan and any specific documents, such as the additional risk assessment, Allergy or Asthma Plan, should be shared with the member of staff leading the visit and any other staff attending.

Designated staff should verify that the correct medication is held by the party leader before departure. In addition, the designated person should ensure that there is sufficient medication for the duration of the visit and that the medication has not expired. Medication should also be cross referenced to the medication administration form signed by the parent. (Appendix A)

### **Other record keeping**

This school keeps an accurate record of each occasion an individual is given medication or if a child self-administers medication such as an inhaler under adult direction. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are notified as soon as possible. (Appendix D – Administration of medication register, Appendix E – Inhaler record).

This school keeps an up-to-date record of first aid qualified staff who administer medication and this is displayed in prominent areas around school.

All medication that is administered will be checked and countersigned.

### **Inclusive environment**

#### **Physical environment**

This school is committed to providing a physical environment that is accessible to pupils with medical conditions.

Pupils with medical conditions are included in the consultation process to ensure the physical environment of the school is accessible. The requirements of pupils with medical conditions are considered carefully when out of school learning experiences and residential visits are planned.

#### **Social interactions**

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, before and after school.

This school ensures the needs of pupils with medical conditions are considered to ensure that children have full access to extended schools activities such as school discos and residential visits.

All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff at this school use this knowledge to try to prevent and deal with problems in accordance with the school's behaviour and anti-bullying policies.

Staff use opportunities such as Personal, Social and Health Education (PSHE) lessons to raise awareness of medical conditions and to help create a positive social environment.

### **Exercise & physical activity**



This school understands the importance of all pupils taking part in sports, games and activities. This school ensures that 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. This school ensures all classroom teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell. Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.

Our 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 minimize these triggers. This school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed. 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**

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. If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.

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. The school's SEN coordinator consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

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

Pupils at this school learn about what to do in the event of a medical emergency.

### **Residential visits**

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

This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits. This school considers additional medication and facilities that are normally available at school. All medication will be collected prior to the trip and copies of forms are taken to the venue with the medication in individually named sealed bags. All medication administered will be countersigned.

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

School staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions. Where triggers relate to specific allergens, information regarding this will be

provided to the residential site at the earliest possible stage to ascertain that appropriate control measures and procedures may be in place to manage risks.

The school has a list of common triggers for the common medical conditions at this school. The school has written a trigger reduction schedule and is actively working towards reducing or eliminating these health and safety risks. This is displayed in prominent staff areas.

This school uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day. Copies of these plans are taken on the trip by the trip leader and it is their responsibility to ensure that all staff are aware of the details.

Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including work experience placements and residential visits, taking into account the needs of pupils with medical conditions. An additional risk assessment, specific to an individual child, may be documented to ensure that potential risks specific to a child with a medical condition are managed.

The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented after each review.

Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy

### **Partnerships with other agencies**

This school works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

### **Roles & Responsibilities**

The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

#### Governors

This school Governing Body has a responsibility to:

- Ensure the health and safety of their employees 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 health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- Make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- Report to parents, pupils, school staff and the local authority about the successes and areas for improvement of this school's medical conditions policy
- Provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

#### Headteacher

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
- Liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- Ensure the policy is put into action, with good communication of the policy to all
- Ensure every aspect of the policy is maintained
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- Ensure pupil confidentiality
- Assess the training and development needs of staff and arrange for them to be met
- Ensure all supply teachers and new staff know the medical conditions policy
- Delegate staff members to check the expiry date of medicines kept at school and maintain the school medical conditions register
- Monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders
- Update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- Report back to all key stakeholders about implementation of the medical conditions policy.

All school staff

All staff at this school 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
- Understand the school's Medical Conditions Policy and Allergy Policy
- Familiarise themselves with relevant Allergy and Asthma Plans
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan. Ensure that these are updated annually or when new information is received in year.
- Allow all pupils to have immediate access to their emergency medication
- Maintain effective communication with parents including informing them if their child has been unwell at school
- Ensure pupils who carry their medication with them 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 it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.
- Ensure that all medical and health needs are considered when planning a trip or experience.

## Teaching staff

Teachers at this school have a responsibility to:

- Ensure pupils who have been unwell are given 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
- Liaise with parents, the pupil's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition. Ensure that the Headteacher is made aware of any concerns
- Use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

## School nurse or school healthcare professional

The school nurse at this school has a responsibility to:

- Help update the school's medical conditions policy
- Help provide regular training for school staff in managing the most common medical conditions at school
- Provide information about where the school can access other specialist training.

## First aid qualified staff

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- When necessary ensure that an ambulance or other professional medical help is called.
- Log incidents where first aid intervention has been required
- Administer prescribed medication in accordance with permission forms received from parents in line with the school Medication Policy.

## Special educational needs coordinator

The Special educational needs coordinator at this school have the responsibility to:

- Help update the school's medical condition policy
- Know which pupils have a medical condition and which have special educational needs because of their condition

Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

## Learning Mentors

The Learning Mentors at this school has the responsibility to:

- Help update the school's medical conditions policy
- Know which pupils have a medical condition and which have special educational needs because of their condition
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.

## Pupils

The pupils at this school have a responsibility to:

- Treat other pupils with and without a medical condition equally
- Tell their parents, 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

The parents/carers of a child at this school have a responsibility to:

- Tell the school if their child has a medical condition
- Ensure the school has a complete and up-to-date Healthcare Plan for their child
- Inform the school about the medication their child requires during school hours
- Inform the school 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
- 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 has regular reviews about their condition with their doctor or specialist healthcare professional

\* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or the local authority.

#### **Monitoring & Review**

The medical conditions policy is regularly reviewed evaluated and updated. Updates are produced every year.

This school's medical condition policy is reviewed, evaluated and updated every year in line with the school's policy review timeline.

New Department of Education and Department of Health & Social Care guidance is actively sought and fed into the review.

In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings. These key stakeholders include:

- pupils
- parents
- school nursing services and/or school healthcare professionals
- headteacher
- teachers
- Special education needs coordinator
- Learning Mentors
- First aid qualified staff
- School staff
- Local health professionals, including the school nurse
- School governors.



The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.



Parental Consent  
form for Administration

Appendix A

## Request for School to give Medication

Name: .....

Date of Birth: .....

Class: .....

Medical condition or illness: .....

Name/type of medicine: ..... (as stated on container)

Duration of course: .....

Dosage and method: .....

Time(s) to be given: .....

Self-administration: Yes/No (delete as appropriate)

Other instructions .....

Expiry date: .....

Number of tablets/ amount of medication received by school: .....

The above medication has been prescribed by a doctor (health Professional note received as appropriate). It is clearly labelled indicating contents, dosage and child's name in full.

Name and telephone number of GP: .....

I understand that I must deliver the medicine personally to the school office and accept that this is a service that the school/setting is not obliged to undertake. I understand that I must notify the school/setting of any changes in writing.

Signed: .....

Print Name: .....

(Parent/Guardian)

Note to parents:

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.
2. Medicines must be in the original container as dispensed by the pharmacy.
3. The agreement will be reviewed on a termly basis.
4. The Governors and Headteacher reserve the right to withdraw this service.

---

**Returning Medicine**

Amount of Medicine returned: .....

Staff Member: .....

Name of recipient: .....



### Appendix B

You may copy this form for record purposes

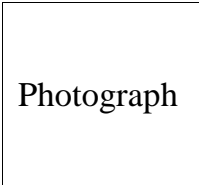
# Form I

## Healthcare Plan for a Pupil with Medical Needs

---

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_



\_\_\_\_\_ Condition \_\_\_\_\_

Class/Form \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Review date \_\_\_\_\_

Name of School \_\_\_\_\_

\_\_\_\_\_

### Contact Information

---

Family contact I  
Name \_\_\_\_\_

Phone No. (work) \_\_\_\_\_ (home) \_\_\_\_\_

Relationship \_\_\_\_\_

Family contact 2

Name \_\_\_\_\_

Phone No. (work) \_\_\_\_\_ (home) \_\_\_\_\_

Relationship \_\_\_\_\_

Clinic/Hospital contact

Name \_\_\_\_\_

Phone No. \_\_\_\_\_

G.P.

\_\_\_\_\_

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Describe condition and give details of pupil's individual symptoms:

\_\_\_\_\_  
\_\_\_\_\_

Daily care requirements, (e.g. before sport lunchtime):

\_\_\_\_\_  
\_\_\_\_\_

Describe what constitutes an emergency for the pupil, and the action to take if this occurs:

\_\_\_\_\_  
\_\_\_\_\_

Follow up care:

\_\_\_\_\_  
\_\_\_\_\_

Who is responsible in an emergency: (State if different on off-site activities)

\_\_\_\_\_  
\_\_\_\_\_



Form copied to: \_\_\_\_\_



Asthma Card.pdf

## **Appendix C**

## **Appendix D – Whole School Administration of Medication**



Medication required  
daily during school.doc

## **Appendix E – Inhaler Record**



INHALER LOG.docx

## **Medical Conditions Policy Addendum**

### **What to do if a pupil displays symptoms of COVID-19**

- If a pupil displays any of the following symptoms, they should be taken to the Bee Room:
  - ❖ a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
  - ❖ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
  - ❖ a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- Parents must be informed immediately and asked to collect their child and get a test/seek medical advice
- A staff member should don full PPE (face shield, mask, apron, gloves)
- The Bee Room external doors should be opened and if possible the windows too
- The internal door (to the corridor) should be closed.
- Pupils displaying other symptoms (such as diarrhea or vomiting) can also be taken to the Bee Room
- The Bee Room should be wiped down by the staff member after the pupil leaves and all PPE double bagged and disposed of in the lidded bin.