



Our Ref: HBA Medical

27th March 2024

Dear Parents/Carers,

As we head towards the start of our summer term 2024. I am writing to parents and carers to update you with the changes to our Supporting Students with a Medical Condition policy and to remind you of the medical provision and procedures available to all students at our school.

First aid processes

Although we have a first aid room, our trained first aiders are only able to deal with minor injuries and support children who are taken ill in school; they are not medical practitioners.

What happens if a child feels unwell during the school day?

Students who are unwell during the school day must report to the first aid room during break or lunchtimes only. If there is a medical emergency during lesson time, the class teacher will alert the 'on call' first aiders. The first aider will contact home if there are concerns about the child's ability to continue with their school day and/or in the case of serious illness or injury.

What happens if my child needs medication during the school day?

Medicines required by students during school hours may be administered/supervised by the school's first aider acting in loco parentis. Medication should be brought into the school office first thing in the morning by the parent/carer, clearly labeled, provided in the original container as dispensed by the pharmacist and include instructions for administration dosage and storage. This should also detail any medication the student may have already taken that day. A consent form (available on request) must be completed and given to the school office to consent to medicines being administered on site before these can be provided.

Supplies of long term medication can be held in the medical room with a signed parental healthcare plan.

Following discussion with parents/carers, students who are competent to manage their own long term health needs and medicines will be encouraged to take responsibility for self-managing their medicines and procedures. This will be stated within their healthcare plan and a self-administering (available on request) form should be completed. Where possible, students should be encouraged to carry their own medicines and relevant devices.

What concerns can be treated or assessed by the first aider?

Complaints about feeling hot or running a temperature, sickness, nosebleeds, insect stings/bites, burns or scalds, accidental injuries, rashes and minor head injuries. The first aider will contact home if there are

concerns about the child's ability to continue with their school day and/or in the case of serious illness or injury.

What common ailments can the first aider NOT treat?

Sore throats, coughs and colds; as a school we do not hold any cough mixtures, throat sweets or any other remedies.

Hay fever; we can only offer saline solution to bathe their eyes.

Headaches/migraines; we can only offer cold water and somewhere quiet to rest for a short period of time. If a parent/carer has provided consent on Arbor for their child to be given one paracetamol, we can only now issue this **after 12pm** from Monday 25th March. In order to ensure we safeguard students at all times, we have updated our First Aid Policy and our procedures around administering paracetamol. The school will not administer paracetamol until 4 hours have elapsed since the last dose (assume 8am). This is to prevent a child being given more than one dose within the four hour period. You will receive an email at the end of the day which notifies you that paracetamol has been administered by a first aider. Consent for Paracetamol can be given through the Arbor.

Medical conditions

It is parents/carers responsibility to update us on any new diagnosis or changes to existing medical conditions. Please provide a copy of the medical information as provided by the GP/hospital. This will be passed to a first aider who will update the individual student records and staff will be informed as required.

Healthcare Plans

Not all children with a medical condition require a healthcare plan in school. They are essential in cases where conditions fluctuate, regular medication is taken in school or where there is a high risk that emergency intervention may be needed. They are also helpful where medical conditions are long-term and complex.

If you require a healthcare plan please contact reception who can arrange for one to be collected.

Asthma

If your child carries an asthma inhaler, there is a permissions feature on Arbor for you to consent to the school using a spare inhaler in the event of an emergency.

Adrenaline auto-injector

If your child carries an adrenaline auto-injector pen as a result of an allergy there is a permissions feature on Arbor for you to consent to the school using a spare injector pen in the event of an emergency.

Disposal of medications

It is the responsibility of parents/carers to collect any medications stored in the first aid room when these are no longer needed. A first aider will alert you when these have reached their expiry date for them to be collected.

Any student who self-manages their medication **must not** dispose of the medication on the school site. Sharps boxes must be used for the disposal of needles and other sharps in the first aid room.

Nut allergies

Please be aware that we have several staff and students with severe nut allergies in school. Therefore, we would kindly encourage you to consider avoiding sending your child to school with nut based products.

If you have any questions please do not hesitate to contact me.

Yours faithfully

Mrs H Barturm
SENDCo