



HEADLANDS SCHOOL  
SINCE 1965

# Medical Policy

## Incorporating:

- Emergency First Aid
- Medical Conditions
- Management of Medicines in School
- Anaphylaxis and Auto-Injector
- Asthma
- Diabetes
- Epilepsy
- Head Injury/Concussion
- Mental Health/Emotional Wellbeing

Adopted by Governors	30 November 2009
Reviewed by	Director of HR & Operations
Last Reviewed date	Spring 2019
Next Review Date	Spring 2021



## Contents:

Page	
3	Policy Aims
5	Emergency First Aid Policy
7	Medical Conditions Policy
11	Management of Medicines in Schools Policy - including Paracetamol
15	Anaphylaxis and Auto-Injector Policy
19	Asthma Policy
23	Diabetes Policy
25	Epilepsy Policy
27	Head Injury/Concussion Policy
29	Mental Health & Emotional Wellbeing Policy
30	Reporting of Accidents
30	Complaints

## Appendices:

Page		
31	Appendix A	Emergency First Aid Protocol
33	Appendix B	Student Medical Plan
35	Appendix C	Medication Frequency Form
37	Appendix D	Useful Contact Information

## Policy Aims

- To provide a healthy, safe and secure environment for staff, students and visitors
- To ensure that there is sufficient information and training to enable staff and students to contribute to their own welfare
- To have procedures in place for dealing with Emergency First Aid issues in case of emergency
- To have procedures in place for the safe management and administration of medicines
- To have procedure in place for dealing with common serious medical conditions
- To have procedures in place for dealing with accidents and incidents.



## Emergency First Aid Policy

### **Staff Training**

A record of the dates on which Emergency First Aid Certified staff obtain their certificates is maintained by the Director of HR and Operations.

There is no legal duty requiring school staff to administer medicine. However, Headlands School does have Emergency First Aid trained staff who will support all students with their medical needs.

### **Emergency First Aid Trained staff**

The school has staff who are Emergency First Aid trained to provide Emergency First Aid support on a daily basis within the site, in addition to their role within school. Headlands School operates a Rota system for Emergency First Aid support during school hours, Emergency First Aid trained staff are allocated times when they are the Duty Emergency First Aider. Whilst 'on duty' they are required to carry the Emergency First Aid bag, which includes a mobile phone and radio and they are the designated person called upon to attend any call for Emergency First Aid.

A number of staff, who are qualified to drive the school minibuses are also Emergency First Aid trained; this will enable them to provide relevant support for school visits.

### **Maintenance and upkeep of Facilities and Equipment**

The Medical Room is to be kept in a clean & tidy condition at all times. Emergency First Aid trained staff who have used any medical equipment during treatment are responsible for ensuring that it is cleaned or replaced and any waste products are disposed of correctly and not left to accumulate.

Daily cleaning of the facility will remain the responsibility of the contract provider cleaning staff, who must be contacted immediately if conditions deteriorate or if specific cleaning guidance for this area is sought.

Supplementary equipment such as blankets, disposable plastic gloves and aprons, etc., where provided, should be stored alongside the equipment and in the case of blankets in such a way as to keep them free from dust and damp.

Disposable plastic gloves and aprons should be properly stored and checked regularly to ensure that they remain in good condition.

A Medical Waste Bin and Sharps Bin are provided for soiled or used Emergency First Aid dressings/sharps and staff must ensure that used dressings/sharps are safely disposed of. A local waste collection service is appointed to regularly safely dispose of and replace these containers.

### **Emergency First Aid Boxes**

The Emergency First Aid trained staff must ensure that stocks in Emergency First Aid Bag are replenished. Departments who hold their own Emergency First Aid box must ensure they maintain their stocks. Emergency First Aid boxes are currently kept in PE, Technology and Science.

### **Emergency First Aid Training where Specific Hazards Exist**

Where specific hazards exist within a department that require specialist Emergency First Aid training, only those organisations approved by the Health and Safety Executive are to be used. Full risk assessment must be carried out by Heads of Department to identify any specific hazards, especially where external agencies might be undertaking activities or work of a temporary nature and where usually the hazard might not have pre-existed within the school.

### **Emergency First Aid Reporting**

In respect of students the duty Emergency First Aid staff will record all Emergency First Aid events in the yellow Emergency First Aid book kept in Student Services.

If a major or severe incident occurs, the Director of HR & Operations (or member of SLT in their absence) must be contacted immediately with incident details as further actions, including contacting the ERYC & HSE might be required.

All accidents and incidents which require reporting to the HSE under RIDDOR 95, must be reported to ERYC Safety Services Unit initially (Schools - 01482 391117 or [safety.services@eastriding.gov.uk](mailto:safety.services@eastriding.gov.uk)), so that advice and guidance can be given.

#### **Emergency First Aid Procedure (see Appendix A)**

Headlands School has a responsibility to react efficiently and effectively to any Emergency First Aid call, the procedure is as follows:

- Contact Student Services (by email or by telephone 246/208) - give patients name, location and issue. Student Services will radio for the Emergency First Aider.
- The Emergency First Aider carrying the Emergency First Aid Bag is the designated 'decision maker'. They are to make the decision as to whether parent/carer should be contacted.
- Should an ambulance be needed the Emergency First Aider will make this decision and make the call using the mobile in their Emergency First Aid bag. In this instance, parent/carer must always be contacted.
- The Emergency First Aider should then state over the radio that they have called an ambulance and clearly state their location.
- Any available Emergency First Aiders should then attend the location to support and guide the ambulance to the correct location.
- The 'decision maker' will remain so, unless they specifically ask someone else to take over and manage the situation.
- In the event that the Emergency First Aid mobile phone does not have service, the Emergency First Aider must radio Student Services to request an ambulance is called, clear lines of communication must be kept open between Emergency First Aider and Student Services. Communication throughout is via radio channel 1.

Key points for all staff: Don't panic, remain calm. Keep communication - clear, concise and focused.

In the case of an emergency, should a student need to be taken to hospital in an ambulance, and parents/carers are uncontactable, a member of staff can accompany them if they are happy to do so. Parent/carer will be required to meet the ambulance at the hospital.

Staff cannot take students to hospital in their own car without appropriate vehicle insurance.

There is no legal duty requiring school staff to administer medicine. However, Headlands School does have Emergency First Aid trained staff who will support all students with their medical needs.

## Medical Conditions Policy

Parents are asked if their child has any health conditions or health issues on the School enrolment form, which is filled in on entry to the school.

Should parent/carers declare a serious medical condition they will then be required to complete a Medical Plan (Appendix B).

### **Medical Plan**

A Medical Plan is used by School to:

- Inform the appropriate staff and supply teachers about the individual needs of a student with a medical condition in their care
- Remind students with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- Identify common or important individual triggers for students with medical conditions at School that bring on symptoms and can cause emergencies. Headlands School uses this information to help reduce the impact of common triggers
- Provide emergency care services with a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency

Parent/carers and students who have completed a Medical Plan will be provided with a signed copy of the agreed plan. Every student who has a Medical Plan will have their plan reviewed by School once a year.

Parents must inform the School if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change, to ensure their Medical Plan is updated accordingly.

All members of staff who work with students have access to the medical plans of students in their care.

Headlands School ensures that all staff protect student confidentiality and will seek permission from the student and parents before sharing any medical information with any other party, such as when a student takes part in a work experience placement.

### **Medication Frequency Form**

If a student has a short-term medical condition that requires the School to store medication during school hours (Appendix C).

### **Medical Conditions Register**

Headlands School records the information on individual students with medical needs directly onto their student record within the school's database. A report can be obtained from the database any time it is required.

Headlands School understands that it has a responsibility to be welcoming and supportive to students with medical conditions.

- Headlands School aims to provide all students with any medical conditions the same opportunities as others at School. We will help to ensure they can be healthy, stay safe, enjoy and achieve and make a positive contribution.
- Students with medical conditions are encouraged to take control of their condition. Students feel confident in the support they receive from the School to help them do this.
- Headlands School aims to include all students with medical conditions in all School activities.
- Parents/carers of students with medical conditions feel secure in the care their children receive at this School.
- Headlands School ensures all staff understand their duty of care to children and young people in the event of an emergency.
- This School understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- This School understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at this School. Staff receive training on the impact this can have on students.

**All staff at Headlands School have a responsibility to:**

- Understand the School's Medical Conditions Policy
- Know which students in their care have a medical condition and be familiar with the content of the student's Medical Plan
- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what

to do in an emergency

- Allow all students 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 students who carry their medication with them have it when they go on a School visit or out of the classroom
- Be aware of students 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 students (students should not be forced to take part in any activity if they feel unwell)
- Liaise with parents, the student's healthcare professionals, Special Educational Needs Coordinator and welfare officers if a child is falling behind with their work because of their condition
- Use opportunities such as PSHCE and other areas of the curriculum to raise student awareness about medical conditions
- Ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in, ensure they have the appropriate medication or food and are able to take it when needed
- There is no legal duty requiring school staff to administer medicine. However, Headlands School does have Emergency First Aid trained staff who will support all students with their medical needs.

**The Special Educational Needs Coordinator at the School has the responsibility to:**

- Help review and update the School's Medical Conditions Policy
- Know which students with special educational needs (SEN) have a medical condition
- Ensure those students (SEN), who have been unwell, catch up on missed school work
- Liaise with parents, the student's healthcare professionals and welfare officers if a child (SEN) is falling behind with their work because of their condition
- Ensure all students (SEN) with medical conditions are not excluded unnecessarily from activities they wish to take part in, ensure they have the appropriate medication or food and are able to take it when needed
- Be aware of students (SEN) with medical conditions who may be experiencing bullying or need extra social support
- Ensure necessary arrangements are made if a student needs special consideration or access arrangements in exams or course work

**Individual Doctors and specialist healthcare professionals caring for students who attend Headlands School, have a responsibility to:**

- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- Ensure the child or young person knows how to take their medication effectively
- Ensure children and young people have regular reviews of their condition and their medication
- Provide the School with information and advice regarding individual children and young people with medical conditions (with the consent of the student and their parents)

**Students at Headlands School have a responsibility to:**

- Treat other students 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 student is feeling unwell
- Treat all medication with respect
- Know how to gain access to their medication in an emergency
- If appropriate, know how to take their own medication and to take it when they need it
- Ensure a member of staff is called in an emergency situation.

**Parents/carers of a child at Headlands 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 Medical 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
- If necessary, provide the School with appropriate spare medication labelled with their child's name
- Ensure that their child's medication is within expiry dates



- Ensure their child catches up on any School work they have missed, if they have not been well enough to attend school due to their condition
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional

**Emergency First Aid trained staff understand what to do in an emergency for the most common serious medical conditions at this School.**

- Emergency First Aid trained staff at Headlands School are aware of the most common serious medical conditions at this School.
- Headlands School uses Medical Plans to inform the appropriate staff of students in their care who may need emergency help.
- Emergency First Aid trained staff at this School receive relevant training and know where to access student Medical Plans to inform them what to do in an emergency for students with medical conditions.
- Training is refreshed for Emergency First Aiders every three years.

All Emergency First Aid trained staff know what action to take in the event of a medical emergency (see Appendix A). The Emergency First Aid Protocol is displayed in prominent locations for staff.



## Management of Medicines in School Policy

It is the parent/carers responsibility to ensure that if their child's medication changes, is discontinued, the dose or administration method changes, they should notify the School immediately.

All medication is kept in a lockable cupboard, in a cool dry place. Students with medical conditions are informed where their medication is stored and how to access it. Student Services Staff will ensure that medication is only accessible to those for who it is prescribed.

If a student at Headlands School refuses their medication, staff record this and parent/carers are informed as soon as possible.

All staff attending off-site visits are aware of any students with medical conditions on the visit. They 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.

Headlands School understands the importance of taking the medication as prescribed. All staff understand that there is no legal obligation or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so.

All staff are required under common law duty of care, to act like any responsible prudent parent in an emergency situation. This may include taking action such as administering emergency medication, preferably witnessed by a second adult.

### **Paracetamol**

Paracetamol is a widely used drug for controlling pain and reducing temperature. Despite its prevalence, it can be very dangerous if taken inappropriately. Overdose requires immediate medical attention. It is a legal requirement that we have written parental permission in order to administer any pain relief medication.

Should a student request paracetamol staff will first phone parent/carers in order to check they are happy for a member of staff to give paracetamol to their child and will confirm dosage.

#### **The following conditions must be adhered to:**

- Members of staff responsible for giving medicines must be wary of routinely giving paracetamol
- If a student complains of pain as soon as they arrive at school and asks for painkillers, it is not advisable to give paracetamol straight away. Always consider whether a dose of paracetamol may have been given before coming to school. There should be at least 4 hours between doses and no more than 4 doses given in 24 hours
- Always obtain verbal consent from parent/carers at the time of giving paracetamol
- Only give a student one dose during the school day (1x 500mg tablet for under 12; 2x 500mg tablets for over 12). If this does not relieve the pain parent/carers should be contacted
- Many non-prescription remedies such as Beecham's Powders, Boots pain relief syrup for children, Lemsip, Nigh Nurse, Vicks Cold Care etc. contain paracetamol. Taking paracetamol along with these remedies can cause an unintended overdose.
- Always encourage the student to get some fresh air/have a drink/something to eat/sit in the shade before considering paracetamol
- Only standard paracetamol tablets provided by the school should be given
- Paracetamol should be stored securely, as with other medicines and should not be kept in Emergency First Aid boxes

### **Residential Visits**

If a student becomes unwell during a residential visit it may be appropriate to administer paracetamol. The guidance above should be followed, however, it may be necessary to administer more than one dose. Dosage must be strictly according to the instructions on the packaging.

Should paracetamol fail to alleviate symptoms and staff have any concerns about a student's condition they must seek professional medical advice.

Staff must check that parent/carers have given written consent for paracetamol to be administered before leaving and that paracetamol has been administered before without prior adverse effect. Parent/carers are required to complete a Residential Visit Form for their child before leaving for a residential visit. Staff will keep a log of doses

### **Emergency medication**

All students at Headlands School with medical conditions will have easy access to their emergency medication. Conditions such as allergies causing anaphylaxis, asthma and diabetes mean students may need to carry their own prescribed medication whilst at school; in cases where the school is asked to store medication it is the parent/carers responsibility to ensure that any prescribed medication is handed in at the main office. In these circumstances the medication should remain in the school and not be returned home at the end of the day, a record of such medication will be kept and maintained by Student Services administration staff.

Students who do not carry and administer their own emergency medication will be advised of the arrangements for a member of Emergency First Aid staff to assist them in taking their medication safely.

### **Safe storage of Medication**

- Emergency medication is readily available to students 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 in Student Services.
- Some students carry their emergency medication with them at all times.
- Students, whose healthcare professionals and parents advise the School that their child is not yet able to self-manage and carry their own emergency medication, will be directed to Student Services where their medication will be stored.
- Staff in Student Services ensure the correct storage of medication at School.
- All controlled drugs are kept in a locked cupboard and only Student Services/Emergency First Aid staff have access, even if students normally administer the medication themselves.
- Three times a year the Support Services Assistants in Student Services check the expiry dates for all medication stored at School.
- Student Service Leaders, along with the parents of students with medical conditions, ensure that all emergency and non-emergency medication brought in to School is clearly labeled with the student's name, the name and dose of the medication and the frequency of dose. This includes all medication that students carry themselves.
- All medication is stored in its original container, labelled with the student's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Medication is stored in accordance with instructions, paying particular note to temperature.
- All refrigerated medication is clearly labelled. The refrigerator that is solely used for the storage of medication is in a secure area, inaccessible to unsupervised students.
- All medication is sent home with students at the end of the School Year. Medication is not stored over the summer holidays.
- It is the parent/carers responsibility to ensure new and in date medication is brought into school on the first day of the new academic year.

### **Safe disposal**

- Parents are asked to collect out-of-date medication.
- If parents 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.
- Support Services Assistants in Student Services are responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year and is documented.
- Sharps boxes are used for the disposal of needles. Parent/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.
- If a sharps box is needed on an off-site or residential visit, a named member of staff will be responsible for its safe storage and return to either the student's parent/carers.
- Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

### **Consent to administer medicines**

If a student requires regular prescribed or non-prescribed medication at School, consent is given by parents on their child's Medical Plan/Medication Frequency Form giving their child or staff permission to administer medication as required.

Staff at Headlands School understand their duty of care to students 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. This may include administering medication.

Where specific training is not required, any member of staff may administer prescribed and non-prescribed

medicines to students under the age of 16 with parental consent.

### **Residential visits**

Parents are sent a Residential Visit Form to be completed and returned to School shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the student's current condition and their overall health. This provides essential and up-to-date information to relevant staff and School supervisors to help the student manage their condition while they are away. This includes information about medication not normally taken during School hours.

All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours' activities where medication is required. These are accompanied by a copy of the student's Medical Plan.

All parents of students with a medical condition attending a School trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

The Residential Visit Form also details what medication and what dose the student 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 student manage their condition while they are away.



## Anaphylaxis and Auto-injector Policy

Headlands School recognises that anaphylaxis (serious allergic reaction) is a condition affecting many children and young people, and welcomes all students with allergies.

The School supports children with allergies in all aspects of school life and encourages them to achieve their full potential, believing that every child with allergies has a right to participate fully in the curriculum and life of the school, including all outdoor activities and residential trips. Working together with children, parents, staff, governors, educational psychologists and health professionals to ensure this policy is successfully implemented and maintained.

In the day-to-day management of a student's medical needs, parents must give the school information about their child's condition, including any relevant details from the child's GP, consultant or anaphylaxis specialist nurse. Parents are also responsible for supplying any information about the medicine their child needs and providing details of any change to the child's prescription or support required. This is recorded on the child's Medical Plan held by the School.

The school keeps a record of all the medical details of children with allergies and keeps parents updated with any issues it feels may affect the child, ensuring that students and staff in school understand allergies and do not discriminate against any children with an allergic condition. We ensure that all Emergency First Aid trained staff understand allergies and what to do in the event of an emergency.

Headlands School encourages all children to achieve their full potential in all aspects of life by having a clear policy and procedures that are understood by school staff, parent/carers and by students.

There is no legal duty requiring school staff to administer medicine. However, Headlands School does have Emergency First Aid trained staff who will support all students with their medical needs.

### **Medical Plan**

When a student with allergies joins this school, parent/carers must notify the school of their child's condition. They will then complete a Medical Plan, giving details of the condition and the treatment required. Information from this form will be held on the child's school record on the school database (SIMS).

### **What is anaphylaxis?**

Anaphylaxis is a serious allergic reaction to intrinsically harmless substances, causing the formation of an antibody which specifically reacts with it. In an anaphylactic reaction chemicals are released into the blood stream that widen the blood vessels and narrow the air passages. Blood pressure falls and breathing becomes impaired. The throat and tongue can swell thus increasing the risk of a lack of oxygen in the blood.

### **Triggers**

- Skin or airborne contact with particular materials
- Injection of a specific drug
- Insect bite
- Ingestion of certain foods e.g. nuts, fish, dairy products

### **Recognising the signs of anaphylaxis**

- Anxiety
- Widespread blotchy skin
- Swelling of the tongue and throat
- Puffiness around the eyes
- Impaired breathing

### **Serious symptoms**

- Cold, clammy skin
- Blue-grey tinge around lips
- Weakness/dizziness
- Rapid shallow breathing
- Restlessness
- Aggressiveness
- Gasping for air
- Unconsciousness

### **What to do if a someone has an anaphylactic reaction**

- If you are not Emergency First Aid trained, call for Emergency First Aid support (see Appendix A)
- Use Epipen carried by patient
- If not, obtain patient's emergency medication from Student Services
- Administer medication according to Student's Medical Plan
- Stay with student and note time Epipen was administered
  - Call 999 if,
    - Serious symptoms appear
    - Give ambulance crew the Epipen container and details of when Epipen was administered
    - Give ambulance crew as much information as possible regarding the allergic reaction and what medicine has been given

### **Responsibilities**

#### **Parent/Carers have a responsibility to:**

- Tell the school that their child has allergies which can cause anaphylaxis
- Ensure the school has up to date information regarding their child's condition on their Medical Plan
- Inform the school about the medicines, if relevant, their child requires during school hours
- Inform the school of any medicines their child requires while taking part in visits, outings or field trips and other out of school activities
- Inform the school of any changes to their child's medication
- Inform the school if their child is or has been unwell which may affect the symptoms e.g. symptoms worsening or sleep disturbances due to symptoms
- Regularly check any medication kept in school to ensure there is an adequate amount of medicine available and that it is in date.

#### **All school staff have a responsibility to:**

- Understand the school Medical Policy, which incorporates the Anaphylaxis Policy
- Know which students they come into contact with who have allergies which can cause anaphylaxis
- Know what to do in the event of a student having anaphylactic shock
- Inform parent/carers if a child has had an allergic reaction
- Liaise with parents/carers, SENCO, etc. if a child is falling behind with their work because of their condition

### **Learning and Support**

Headlands School recognises that children with serious allergies can have special educational needs because of their condition. Following an initial meeting, staff will be asked to ensure the student is not falling behind in lessons. If this starts to happen the teacher will initially discuss the situation with the parents. If there is no improvement, then discussions should be held with the school's special educational needs coordinator (SENCO).

### **School Environment**

Headlands School recognises the importance of having a school environment that supports the needs of children with allergies. A physical management room is available and equipped with a bed in case a student needs supervised rest.

This Policy applies equally within the school and at any outdoor activities organised by the school. Any concerns felt by the student, parent or member of staff will be addressed at a meeting prior to the activity or stay taking place.

### **Immediate access to medication is vital**

Students are encouraged to carry their own medication with them at all times. A spare Epipen can be stored in the school's medical cupboard and must be clearly labelled in its original container. Parent/carers must ensure in date medication is kept at the school.

### **Physical Education**

Taking part in sports is an essential part of school life and important for health and well-being, students with asthma are encouraged to participate fully.

### **School Trips/Residential Visits**

A child will not be denied the opportunity to take part in school trips/residential visits because of allergies, unless so advised by their GP or consultant.

A member of staff with Emergency First Aid training will be in attendance for residential visits. It is the responsibility of the parent/carer to provide written information about all medication required by their child



for the duration of the trip. Parents must be responsible for ensuring an adequate supply of medication is provided.

Group leaders will have appropriate contact numbers with them.



## Asthma Policy

This policy has been written taking advice and guidance from Asthma UK, the Department for Children, Schools and Families and East Riding of Yorkshire Council. This school recognises that asthma and recurrent wheezing are conditions affecting an increasing numbers of school age children. Headlands School welcomes students with asthma.

The School supports children with asthma in all aspects of school life and encourages them to achieve their full potential, believing that every child with asthma has a right to participate fully in the curriculum and life of the school, including all outdoor activities and residential trips. Working together with children, parents, staff, governors, educational psychologists and health professionals to ensure this policy is successfully implemented and maintained.

In the day-to-day management of a student's medical needs, parents must give the school information about their child's condition, including any relevant details from the child's GP, consultant or asthma specialist nurse. Parents are also responsible for supplying any information about the medicine their child needs and providing details of any change to the child's prescription or support required. This is recorded on the child's Medical Plan held by the School.

The school keeps a record of all the medical details of children with asthma and keeps parents updated with any issues it feels may affect the child, ensuring that students and staff in school understand asthma and do not discriminate against any children with the condition. We ensure that all Emergency First Aid trained staff understand asthma and know what to do in the event of an emergency.

This school encourages all children to achieve their full potential in all aspects of life by having a clear policy and procedures that are understood by school staff, parent/carers and by students.

There is no legal duty requiring school staff to administer medicine. However, Headlands School does have Emergency First Aid trained staff who will support all students with their medical needs.

### **Medical Plan**

When a student with asthma joins this school, parent/carers must notify the school of their child's condition. They will then complete a Medical Plan, giving details of the condition and the treatment required. Information from this form will be held on the child's school record on the school database (SIMS)

### **What is Asthma?**

Asthma is a common condition which affects the airways in the lungs. Symptoms occur in response to exposure to a trigger e.g. pollen, dust, smoke, exercise etc. These symptoms include cough, wheeze, chest tightness and breathlessness. Symptoms are usually easily reversible by use of a reliever inhaler but all staff must be aware that sufferers may experience an acute episode which will require rapid medical or hospital treatment.

### **Recognising an Asthma attack**

- The airways in the lungs become restricted
- They will have difficulty speaking
- They may wheeze and have difficulty breathing out
- They may become quickly distressed, anxious and exhausted.
- They may appear blue around the lips and mouth

### **What to do if a child has an asthma attack**

- Ensure the blue reliever is taken if prescribed
- If you are not Emergency First Aid trained, call for emergency Emergency First Aid support (see Appendix A)
- Stay calm and reassure the patient
- Ensure the patient sits upright and slightly forward with their hands on their knees
- Slightly loosen any tight clothing
- Encourage slow deep breaths with an open chest
  - Call 999, if
    - After 5-10 minutes the blue reliever has no effect
    - The patient is unable to talk or is increasingly distressed
    - The patient is disorientated or collapses
    - The patient remains blue around the mouth and lips
    - You have any doubts about the patient's condition

Minor attacks should not interrupt the student's involvement in the school day and they should return to activities when they are fully recovered.

### **Medication**

Only reliever inhalers should be kept in school. Usually these are blue in colour. However, in exceptional circumstances, the school may agree to hold a steroid inhaler on behalf of a student.

### **Responsibilities**

Parent/Carers have a responsibility to:

- Tell the school that their child has asthma.
- Ensure the school has complete and up to date information regarding their child's condition.
- Inform the school about the medicines their child requires during school hours.
- Inform the school of any medicines their child requires while taking part in visits, outings or field trips and other out of school activities.
- Inform the school of any changes to their child's medication.
- Inform the school if their child is or has been unwell which may affect the symptoms e.g. symptoms worsening or sleep disturbances due to symptoms.
- Ensure their child's inhaler (and spacer where relevant) is labelled with their child's name.
- Provide the school with a spare inhaler labelled with their child's name.
- Regularly check the inhalers kept in school to ensure there is an adequate amount of medicine available and that it is in date.

**All school staff have a responsibility to:**

- Understand the school Medical Policy, which incorporates the Asthma Policy.
- Know which students they come into contact with who have asthma.
- Know what to do in the event of a student having an asthma attack.
- Allow students with asthma immediate access to their reliever inhaler.
- Inform parent/carers if a child has had an asthma attack.
- Inform parent/carers if they become aware of a child using more reliever inhaler than usual.
- Ensure inhalers are taken on external trips/outings.
- Be aware that a child may be more tired due to night time symptoms.
- Liaise with parents/carers, SENCO, etc. if a child is falling behind with their work because of asthma

### **Immediate access to reliever inhaler is vital**

Students are encouraged to carry their own inhalers with them at all times. Good practice indicates that a spare inhaler is kept in school, stored in the Medical Cupboard, for use if the original runs out or is lost. Students who are able to identify the need to use their medication, should be allowed to do so, as and when they feel it is necessary. Parent/carers must ensure in date medication is kept at the school.

In the unlikely event of another student using someone else's blue inhaler there is little chance of harm. The drug in reliever inhalers is very safe and overdose is very unlikely.

### **Learning and Support**

Headlands School recognises that children with asthma can have special educational needs because of their condition. Following an initial meeting, staff will be asked to ensure the student is not falling behind in lessons. If this starts to happen the teacher will initially discuss the situation with the parents. If there is no improvement, then discussions should be held with the school's special educational needs coordinator (SENCO).

### **School Environment**

Headlands School recognises the importance of having a school environment that supports the needs of children with asthma. A physical management room is available and equipped with a bed in case a student needs supervised rest following an asthma attack.

This Policy applies equally within the school and at any outdoor activities organised by the school. Any concerns felt by the student, parent or member of staff will be addressed at a meeting prior to the activity or stay taking place.

### **Physical Education**

Taking part in sports is an essential part of school life and important for health and well-being, students with asthma are encouraged to participate fully.

Symptoms of asthma are often brought on by exercise and therefore, each student should ensure they have their inhaler available at the site of the lesson.

Any student who knows that an activity will induce symptoms (e.g. cross country running) will be encouraged to use their reliever inhaler prior to exercise, will carry it with them and will be encouraged to warm up prior to and cool down after such activities.

### **School Trips/Residential Visits**

A child will not be denied the opportunity to take part in school trips/residential visits because of asthma, unless so advised by their GP or consultant.

The student's reliever inhaler should be readily available to them throughout the trip, being carried by the student themselves. A member of staff with Emergency First Aid training will be in attendance for residential visits. It is the responsibility of the parent/carer to provide written information about all asthma medication required by their child for the duration of the trip. Parents must be responsible for ensuring an adequate supply of medication is provided.

Group leaders will have appropriate contact numbers with them.

### **Emergency Procedures**

In an emergency, where a child, who is a known asthmatic, is experiencing significant symptoms and has not got their own blue inhaler with them or it is found to be empty, it is acceptable to use the school emergency inhaler and spacer. This emergency inhaler will be kept in the medical cupboard and will be used in an emergency only.



## Diabetes Policy

Headlands School recognises that diabetes is a condition affecting many children and young people, and welcomes all students with diabetes.

The School supports children with diabetes in all aspects of school life and encourages them to achieve their full potential, believing that every child with diabetes has a right to participate fully in the curriculum and life of the school, including all outdoor activities and residential trips. Working together with children, parents, staff, governors, educational psychologists and health professionals to ensure this policy is successfully implemented and maintained.

In the day-to-day management of a student's medical needs, parents must give the school information about their child's condition, including any relevant details from the child's GP, consultant or diabetic specialist nurse. Parents are also responsible for supplying any information about the medicine their child needs and providing details of any change to the child's prescription or support required. This is recorded on the child's Medical Plan held by the School.

The school keeps a record of all the medical details of children with diabetes and keeps parents updated with any issues it feels may affect the child, ensuring that students and staff in school understand diabetes and do not discriminate against any children with the condition. We ensure that all Emergency First Aid trained staff understand diabetes and what to do in the event of an emergency.

Headlands School encourages all children to achieve their full potential in all aspects of life by having a clear policy and procedures that are understood by school staff, parent/carers and by students.

There is no legal duty requiring school staff to administer medicine. However, Headlands School does have Emergency First Aid trained staff who will support all students with their medical needs.

### **Medical Plan**

When a student with diabetes joins this school, parent/carers must notify the school of their child's condition. They will then complete a Medical Plan, giving details of the condition and the treatment required. Information from this form will be held on the child's school record on the school database (SIMS).

### **What is diabetes?**

Diabetes is a condition where blood glucose levels are too high. We all need some glucose to fuel our bodies. We also need insulin which is released by our pancreas to allow the glucose in our blood to enter our cells and fuel our bodies. Diabetes occurs when the body is unable to release correct amounts of insulin into our bodies when glucose is present.

There are 2 types of diabetes, Type 1 and Type 2, and are different conditions. With Type 1 diabetes the body does not make any insulin at all, whereas with Type 2 diabetes the insulin the body cannot produce enough insulin or it does not work effectively.

### **Recognising signs of hypoglycemia (often referred to as a 'hypo')**

- Onset is sudden - weak, faint, hunger
- Palpitation tremor
- Strange behaviour or actions
- Sweating, cold, clammy skin
- Headache, blurred vision, slurred speech
- Confusion, deterioration in levels of response, possible unconsciousness
- Seizures

### **What to do if someone has a hypo**

- Treat with a quick sugar source e.g. glucose tablet, gel or fruit juice
- Call for Emergency First Aid support (see Appendix A)
- Refer to the student's Medical Plan
- Take a blood sugar reading if possible, wait 10 minutes and test again
- If the patient feels better follow with a carbohydrate type snack e.g. biscuit, cereal bar
- Once recovered allow patient to return to normal activities
  - Call 999, if
  - Patient becomes drowsy and unconscious, in this case the situation is life threatening
  - Administer glycojel from student's supply box if prescribed

- Place the patient in recovery position and stay with them
- Contact parent/carers as soon as possible

### **Responsibilities**

Parent/Carers have a responsibility to:

- Tell the school that their child has diabetes
- Ensure the school has up to date information regarding their child's condition on their Medical Plan
- Inform the school about the medicines, if relevant, their child requires during school hours
- Inform the school of any medicines their child requires while taking part in visits, outings or field trips and other out of school activities
- Inform the school of any changes to their child's medication
- Inform the school if their child is or has been unwell which may affect the symptoms e.g. symptoms worsening or sleep disturbances due to symptoms
- Regularly check any medication kept in school to ensure there is an adequate amount of medicine available and that it is in date.

**All school staff have a responsibility to:**

- Understand the school Medical Policy, which incorporates the Diabetes Policy
- Know which students they come into contact with who have diabetes
- Know what to do in the event of a student having a hypo
- Inform parent/carers if a child has had a hypo
- Liaise with parents/carers, SENCO, etc. if a child is falling behind with their work because of their condition

### **Learning and Support**

Headlands School recognises that children with diabetes can have special educational needs because of their condition. Following an initial meeting, staff will be asked to ensure the student is not falling behind in lessons. If this starts to happen the teacher will initially discuss the situation with the parents. If there is no improvement, then discussions should be held with the school's special educational needs coordinator (SENCO).

### **School Environment**

Headlands School recognises the importance of having a school environment that supports the needs of children with hypo. A physical management room is available and equipped with a bed in case a student needs supervised rest following a hypo.

This Policy applies equally within the school and at any outdoor activities organised by the school. Any concerns felt by the student, parent or member of staff will be addressed at a meeting prior to the activity or stay taking place.

### **Immediate access to medication**

Students who are able to identify the need to use their medication, should be allowed to do so, when they feel it is necessary. Parent/carers must ensure in date medication is kept at the school.

### **Physical Education**

Taking part in sports is an essential part of school life and important for health and well-being, students with diabetes are encouraged to participate fully.

### **School Trips/Residential Visits**

A child will not be denied the opportunity to take part in school trips/residential visits because of diabetes, unless so advised by their GP or consultant.

A member of staff with Emergency First Aid training will be in attendance for residential visits. It is the responsibility of the parent/carer to provide written information about all medication required by their child for the duration of the trip. Parents must be responsible for ensuring an adequate supply of medication is provided.

Group leaders will have appropriate contact numbers with them.



## Epilepsy Policy

Headlands School recognises that epilepsy is a condition affecting many children and young people, and welcomes all students with epilepsy.

The School supports children with epilepsy in all aspects of school life and encourages them to achieve their full potential, believing that every child with epilepsy has a right to participate fully in the curriculum and life of the school, including all outdoor activities and residential trips. Working together with children, parents, staff, governors, educational psychologists and health professionals to ensure this policy is successfully implemented and maintained.

In the day-to-day management of a student's medical needs, parents must give the school information about their child's condition, including any relevant details from the child's GP, consultant or epilepsy specialist nurse. Parents are also responsible for supplying any information about the medicine their child needs and providing details of any change to the child's prescription or support required. This is recorded on the child's Medical Plan held by the School.

The school keeps a record of all the medical details of children with epilepsy and keeps parents updated with any issues it feels may affect the child, ensuring that students and staff in school understand epilepsy and do not discriminate against any children with the condition. We ensure that all Emergency First Aid trained staff understand epilepsy and what to do in the event of a Emergency First Aid emergency.

Headlands School encourages all children to achieve their full potential in all aspects of life by having a clear policy and procedures that are understood by school staff, parent/carers and by students.

There is no legal duty requiring school staff to administer medicine. However, Headlands School does have Emergency First Aid trained staff who will support all students with their medical needs.

### **Medical Plan**

When a student with epilepsy joins this school, parent/carers must notify the school of their child's condition. They will then complete a Medical Plan, giving details of the condition and the treatment required. Information from this form will be held on the child's school record on the school database (SIMS).

### **What is epilepsy?**

Epilepsy is a condition affecting the brain, someone with epilepsy will have a tendency to have epileptic seizures. Anyone can have a one-off seizure; epilepsy is usually only diagnosed if someone has had more than one seizure and medical experts believe it is likely they could continue to have more.

An epileptic seizure can happen when there is a temporary disruption to the electrical activity happening in the brain.

### **What to do if a someone has a seizure**

- If you are not Emergency First Aid trained call for Emergency First Aid support (Appendix A)
- Refer to the student's Medical Plan.
  - If they are convulsing, then put something soft under their head
  - Protect them from injury (remove harmful objects from nearby)
  - NEVER try and put anything in their mouth or between their teeth
  - Try and time how long the seizure lasts - if it lasts longer than usual for that person or continues for more than five minutes then call medical assistance
  - When their seizure ends stay with them and reassure them
  - Do not try and move them unless they are in danger
  - Do not restrain them
  - Do not give them food or drink until they have fully recovered from the seizure
  - Aid breathing by gently placing them in the recovery position once the seizure has finished
  - Sometimes they may become incontinent during their seizure. If this happens, try and put a blanket around them when their seizure is finished to avoid potential embarrassment

### **Responsibilities**

Parent/Carers have a responsibility to:

- Tell the school that their child has epilepsy
- Ensure the school has up to date information regarding their child's condition on their Medical Plan
- Inform the school about the medicines, if relevant, their child requires during school hours
- Inform the school of any medicines their child requires while taking part in visits, outings or field trips

and other out of school activities

- Inform the school of any changes to their child's medication
- Inform the school if their child is or has been unwell which may affect the symptoms e.g. symptoms worsening or sleep disturbances due to symptoms
- Regularly check any medication kept in school to ensure there is an adequate amount of medicine available and that it is in date.

**All school staff have a responsibility to:**

- Understand the school Medical Policy, which incorporates the Epilepsy Policy
- Know which students they come into contact with who have epilepsy
- Know what to do in the event of a student having a seizure
- Inform parent/carers if a child has had a seizure
- Liaise with parents/carers, SENCO, etc. if a child is falling behind with their work because of their condition

**Learning and Support**

Headlands School recognises that children with epilepsy can have special educational needs because of their condition. Following an initial meeting, staff will be asked to ensure the student is not falling behind in lessons. If this starts to happen the teacher will initially discuss the situation with the parents. If there is no improvement, then discussions should be held with the school's special educational needs coordinator (SENCO).

**School Environment**

Headlands School recognises the importance of having a school environment that supports the needs of children with epilepsy. A physical management room is available and equipped with a bed in case a student needs supervised rest following a seizure.

This Policy applies equally within the school and at any outdoor activities organised by the school. Any concerns felt by the student, parent or member of staff will be addressed at a meeting prior to the activity or stay taking place.

**Physical Education**

Taking part in sports is an essential part of school life and important for health and well-being, all students are encouraged to participate fully.

**School Trips/Residential Visits**

A child will not be denied the opportunity to take part in school trips/residential visits because of epilepsy, unless so advised by their GP or consultant.

A member of staff with Emergency First Aid training will be in attendance for residential visits. It is the responsibility of the parent/carer to provide written information about all medication required by their child for the duration of the trip. Parents must be responsible for ensuring an adequate supply of medication is provided.

Group leaders will have appropriate contact numbers with them.

## Head Injury/Concussion Policy

### **What is concussion?**

Concussion is a brain injury which results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull, this is as a result of a blow to the head or body.

A student does not have to lose consciousness (or be 'knocked out') to suffer concussion.

### **What to do if a someone has had a head injury/concussion**

- If you are not Emergency First Aid trained call for Emergency First Aid support (Appendix A)
- Contact parent/carers
- During afterschool activities, such events should be reported to Student Services the next school day
- Call 999 in any event should symptoms be sufficiently severe

### **Signs of concussion could include**

- Student appears dazed or stunned
- Headache
- Forgetfulness
- Nausea
- Balance problems or dizziness
- Clumsy movements
- Double or fuzzy vision
- Answers questions slowly
- Feels sluggish
- Loses consciousness
- Feeling foggy or groggy
- Show behaviour or personality changes
- Concentration or memory impaired
- Cannot recall events prior to injury
- Confusion
- Loss of consciousness
  - Call 999 if any of the above symptoms are sufficiently severe (See Appendix A)  
Also if a student exhibits the following symptoms:
    - Weakness in an arm or leg
    - Speech difficulties
    - Seizures
    - Blood or clear fluid leaking from the nose or ear
    - Unusual breathing e.g. heavy

### **All school staff have a responsibility to:**

- Understand the school Medical Policy, which incorporates the Head Injury/Concussion Policy
- Report any accident to the Director of HR and Operations
- Know what to do in the event of a student having had a head injury/concussion
- Inform parent/carers if a child has had a head injury/concussion

This Policy applies equally within the school and at any outdoor activities organised by the school. For outdoor activities and residential visits group leaders will have appropriate contact numbers with them.



## Mental Health & Emotional Wellbeing Policy

Headlands School promotes positive mental health for its staff and students. This is achieved through a whole school approach along with specialized, targeted approaches aimed at those who are vulnerable.

This school recognises that in any average UK classroom there may be students suffering from mental ill health. By developing and implementing practical, relevant and effective mental health policies and procedures we can promote safe and stable environment for students affected both directly and indirectly by mental ill health.

### **What is mental health?**

The World Health Organisation states that “Mental Health is a state of wellbeing in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully and is able to make a contribution to her or his community”.

### **What is mental illness?**

Mental illness is a condition which causes a serious disorder in a person's behaviour or thinking, characterised by signs as noted below. These signs would be noted for at least 2 weeks to be considered mental illness.

### **Recognising signs of emotional distress/mental illness**

Possible signs include:

- Changes in activity and mood
- Secretive behaviour
- Changes in eating/sleeping habits
- Lowering of academic achievement
- Expressing feelings of failure, uselessness or loss of hope
- Skipping PE or getting changed secretly
- Unusual choice of clothing e.g. long sleeves in warm weather
- Lateness or absence from school
- Repeated physical pain or nausea with no evident cause
- Talking or joking about self-harm or suicide
- Increased isolation from friends or family, becoming socially withdrawn

### **What to do if a you have concerns about someone**

- Pass on your concerns to the Designated Safeguarding Lead (DSL) via the CPOMS system
- DSL will contact parent/carers and engage appropriate support and services

If a disclosure is made or there is a fear that the student is in danger of immediate harm

- Remain calm, supportive and non-judgemental
- Ensure you note relevant information
- Immediately pass concerns on to the Designated Safeguarding Lead

### **Responsibilities**

**All School staff have a responsibility to:**

- Share any concerns with the DSL and/or Student Services Leader via the CPOMS system
- Confirm to the student disclosing that their information will be shared with relevant staff
- Further information and guidance surrounding mental health can be found online via the MindEd portal

**Student Services staff have a responsibility to:**

- Contact parent/carers in the first instance, a face to face meeting is preferred
- Support parent/carers with advice and guidance on mental health issues and where to get support
- Engage appropriate services e.g. School Counsellor, CAHMS, EHASH
- Ensure students have a Safety Plan in place in order to support them whilst in school
- Offer the student a contact point or ‘go to’ person, this will usually be their Student Service Leader
- Inform staff who work directly with the student, ensuring they are aware of any triggers and are aware of the agreed Support Plan
- Offer support to friends and peers of the student, in order to keep them safe and well
- Keep parent/carers informed of events that may occur during the school day

**Parent/carers have a responsibility to:**

- Inform school staff if they are aware of their child having any issues
- Keep school informed of any incidents that occur at home

### **Reporting of Accidents**

The Health & Safety Policy covers all aspects of accident and injury reporting, please refer to this policy for guidance.

All Health & Safety matters or concerns should be discussed with the Director of Finance & Premises and/or the Director of HR & Operations.

### **Complaints**

Should parents or students be dissatisfied with the support provided they should discuss their concerns directly with the School. If for whatever reason this does not resolve the issue, they may make a formal complaint following the School's Complaints Policy.

Headlands School's Medical Policy is reviewed, evaluated and updated in line with the School's policy review timeline or sooner should the need arise.



## EMERGENCY FIRST AID PROTOCOL

1. Contact Student Services (215 / 208 / 246) - giving them patients name and location.
2. Student Services will radio for the Emergency First Aider.
3. The Emergency First Aider with the Emergency First Aid Bag is the designated 'decision maker' and will make the decision as to whether parent/carers must be contacted.
4. Should an ambulance be needed the Emergency First Aider will make this decision and make the call using the mobile in their Emergency First Aid bag. In the event the mobile phone does not have service, the Emergency First Aider must radio Student Services to request an ambulance is called, clear lines of communication must be kept open between the Emergency First Aider and Student Services
5. The Emergency First Aider should then state over the radio that they have called an ambulance and clearly state their location.
6. Any available Emergency First Aiders should then attend the location to support and guide the ambulance to the correct area of school.

**Note:** The Emergency First Aider on Rota remains the 'decision maker' unless they specifically ask someone else to take over and manage the situation.

In the case of an emergency, should a student need to be taken to hospital in an ambulance, and parents/carers are uncontactable, a member of staff can accompany them if they are happy to do so. Parent/carer will be required to meet the ambulance at the hospital.

Staff cannot take students to hospital in their own car without appropriate vehicle insurance.

There is no legal duty requiring school staff to administer medicine. However, Headlands School does have Emergency First Aid trained staff who will support all students with their medical needs.

Communication throughout should be on radio **Channel 1**

### Key points for all staff:

1. Don't panic, remain calm.
2. Keep communication clear, concise and focused







## MEDICAL PLAN AND EMERGENCY CONTACT INFORMATION

Date		Student Photograph
Name of Student		<div style="border: 1px solid black; width: 100%; height: 100%;"></div>
Tutor Group		
Date of Birth		
Student's Address		
Medical diagnosis or condition		

### EMERGENCY CONTACT INFORMATION 1

Name	
Relationship to Student	
Telephone - Priority 1	
Telephone - Priority 2	

### EMERGENCY CONTACT INFORMATION 2

Name	
Relationship to Student	
Telephone - Priority 1	
Telephone - Priority 2	

### CLINIC/HOSPITAL CONTACT/HEALTH CARE PROFESSIONAL

Name	
Telephone Number	

### GP

Name	
Telephone Number	

Known Triggers	
Location of medication in school	
Designated school health official	
Regime - Details	

Describe medical needs and give details of student's symptoms
Daily care requirements (e.g. before sport/at lunchtime)
Describe what constitutes an emergency for the student, and action to take if this occurs
Follow up care
Who is responsible in an emergency (state if different for off-site activities)
Any other information

I give permission for school personnel to share this information with all school staff, follow this plan and administer medication if necessary.

If necessary, I also give permission for the school to contact our GP or specialist and in the case of an emergency, this plan be passed to medical professionals.

I assume full responsibility for providing the school with an adequate supply of in-date prescribed medication with the pharmacist instructions and required delivery devices.

I approve this Medical Plan for my child.

Parent/carers Signature	Date:
Headteacher's Signature	Date:



## MEDICATION FREQUENCY FORM

Name of Student		Date of Birth	
Medical condition			
Date			

Date received	Name of medication	Strength	Quantity received	Expiry Date	Staff signature

Please give details of dose and frequency of medication/times scales to be given/possible side effects

--

Who is responsible in an emergency (state if different for off-site activities)

--

Any other information

--

I give permission for school personnel to share this information with all school staff, follow this plan and if necessary provide my child with access to or administer medication.

If necessary, I also give permission for the school to contact our GP or specialist and in the case of an emergency, this plan be passed to medical professionals.

I assume full responsibility for providing the school with an adequate supply of the prescribed medication with the pharmacist instructions and required delivery devices.

Parent/carers Signature	Date:
Headteacher's Signature	Date:



## Useful Contact Information

<p><b>Emergency Services</b> (9)999</p>	<p><b>Headlands School</b> 01262 676198</p>
<p><b>Headlands School Reception</b> 266 / 237</p>	<p><b>ERYC Safety Services Unit</b> 01482 391117 <a href="mailto:safety.services@eastriding.gov.uk">safety.services@eastriding.gov.uk</a></p>
<p><b>Occupational Health</b> ERYC County Hall Beverley 01482 391220</p>	<p><b>HSE Incident Help Line</b> <a href="http://www.hse.gov.uk/contact/contact.htm">www.hse.gov.uk/contact/contact.htm</a> 0345 300 9923</p>
<p><b>The Anaphylaxis Campaign</b> 01252 546100 <a href="mailto:info@anaphylaxis.org.uk">info@anaphylaxis.org.uk</a> <a href="http://www.anaphylaxis.org.uk">www.anaphylaxis.org.uk</a></p>	<p><b>Asthma UK</b> 0207 786 4900 <a href="mailto:info@asthma.org.uk">info@asthma.org.uk</a> <a href="http://www.asthma.org.uk">www.asthma.org.uk</a></p>
<p><b>Diabetes UK</b> 0207 424 1000 <a href="mailto:info@diabetes.org.uk">info@diabetes.org.uk</a> <a href="http://www.diabetes.org.uk">www.diabetes.org.uk</a></p>	<p><b>Epilepsy Action</b> 0113 210 8800 <a href="mailto:epilepsy@epilepsy.org.uk">epilepsy@epilepsy.org.uk</a> <a href="http://www.epilepsy.org.uk">www.epilepsy.org.uk</a></p>
<p><b>Long-Term Conditions Alliance</b> 0207 813 3637 <a href="mailto:info@ltca.org.uk">info@ltca.org.uk</a> <a href="http://www.ltca.org.uk">www.ltca.org.uk</a></p>	<p><b>Council for Disabled Children</b> 020 7843 1900 <a href="mailto:cdc@ncb.org.uk">cdc@ncb.org.uk</a> <a href="http://www.ncb.org.uk/cdc">www.ncb.org.uk/cdc</a></p>
<p><b>National Children's Bureau</b> 0207 843 6000 <a href="http://www.ncb.org.uk">www.ncb.org.uk</a></p>	<p><b>Mind</b> <b>Mental Health Support</b> 0300 123 3393 <a href="http://www.info@mind.org.uk">www.info@mind.org.uk</a></p>
<p><b>Papyrus Prevention of Young Suicide</b> 0800 068 41 41 <a href="http://www.papyrus-uk.org">www.papyrus-uk.org</a></p>	<p><b>MindEd Hub</b> <a href="http://www.minded.org.uk">www.minded.org.uk</a> password: H3adlands!</p>