

MEDICAL CARE

To ensure the safety of your child please note that medication must NOT be carried by pupils in school. It is recommended that, where possible, dose frequencies are prescribed which enable medication to be taken out of school hours. However, if it is essential that your child has medication during the school day the following guidelines apply:

- a) Should it be necessary for your child to take medication prescribed by their Doctor at school, this must be brought to school in the container in which it was originally dispensed, NOT in envelopes, etc. The reason for this is that it is essential that we know exactly what the medication is, and the correct dosage. This must be handed in to Reception before morning registration.
- b) A Parental Consent Form for staff to supervise the administration of medication at school must be completed and brought in at the same time as the medication. Parental Consent Forms are available from Reception or can be downloaded from the school website on www.claverham.e-sussex.sch.uk via the Medical Information section.
- c) The school can no longer give out medication for pain relief. If your child suffers from migraine, toothache, etc., analgesics may be brought in to school and deposited as described above. A Parental Consent Form for staff to supervise the administration of medication must always be completed and handed in at the same time. Please note that we are not able to administer medicines containing aspirin to children under the age of 16 unless these have been prescribed by a Doctor.
- d) In the case of Asthma sufferers who regularly use ventolin or other inhalers, a Parental Consent Form for the pupil to carry their own medication must be sent in to Reception at the outset of treatment so that we can keep a check on those pupils who are using these. An inhaler must always be carried by the pupil once the school has been notified. It is advisable for a spare inhaler to be left with Reception.
- e) Where it is essential that an Epipen is to be carried by a pupil a Parental Consent Form for the pupil to carry their own medication is also required. It is strongly recommended that a second Epipen is lodged with the school for use in emergencies.
- f) Those pupils who suffer from Diabetes are also permitted to carry their insulin and blood testing equipment on them. Please ensure that the appropriate Parental Consent Form for pupil to carry their own medication is completed and arrange for spare medication, snacks etc to be lodged with Reception.
- g) Please name all medication and log the expiry date ensuring that it is replenished as necessary.
- h) If your child has a medical condition which has not already been brought to our attention (or if the condition alters), we would appreciate any information on this, to enable our records to be kept up to date and to make us aware of any special action to take should any problem arise whilst the pupil is in our care. In certain circumstances it may be necessary to formulate a Health Care Plan. If your child has a serious medical condition that needs special care and/or may pose a significant risk of harm to themselves during a school day

please contact their Head of House to formulate a Health Care Plan to enable us to manage your child's condition safely within school and minimise any disruption to their education.

- i) Please ensure that we are informed of any changes in telephone numbers, etc., where we can contact you during school hours in the event of an emergency.