



**'Excellence Together'**



**Wyvern College  
and  
St Edmund's School  
Medical Information for Parents**

Jan 2019

## Medical Information for Parents

### Keeping the school informed

The school MUST be informed immediately of any student with a health problem. Minor first aid problems are looked after by the school first aiders, but in cases of serious illness or accident, a parent/carer will be contacted. If your child is not well enough to attend school, please inform the school immediately.

### Medical appointments

Medical and dental appointments should usually be made out of school hours as far as is possible. If this is unavoidable, the student should attend school before and/or after the appointment. Evidence of the appointment will need to be seen by the tutor and your daughter/son should be collected and signed in/out at reception.

### The use of crutches

If your child has an accident or operation which results in them being in plaster or needing to use crutches, you should contact the SENDCO before they return to school. The Office Manager and SENDCO will work with you in determining an appropriate program of support and put in place procedures which will enable them to move around the school in a safe manner. We will plan for any follow up appointments/physiotherapy etc, together with any further information you may like to share with us which will help us to support your daughter/son.

Students are only able to use crutches in school which have been obtained from a medical establishment such as A&E or a fracture clinic. We will require evidence of this.

### Medication during the day

If a student needs to take medication during the school day, **the medication MUST be given to the Office Manager** with a letter from parents/carers outlining what it is, the dosage and the frequency. Prescription medication must be in pharmacy labelled packaging. Over the counter medications must be in the original packaging. The school does **NOT** dispense analgesics such as Paracetamol, Aspirin or Ibuprofen without written or verbal parental consent. Students are not allowed to carry their own medication, including paracetamol; this is in order to protect the safety of your child.

Students requiring an inhaler/Epi-pen should carry one with them and can also leave a named spare one with the Office Manager.

At the end of a course of treatment, any unused medication must be removed from the school by the parent/carer. Any out of date medication will be disposed of by the school.



### Students with a long-term medical condition

A medical 'My Plan' will be written in conjunction with the student, parents, medical professionals and school staff.

### Students taken ill during the school day

#### Procedure

The student registers and lets the tutor/subject teacher know that they are unwell:-

- The tutor or teacher sends the student to reception (if the teacher judges the student is too ill/injured to continue to participate in normal school activities).
- The First Aider assesses the student and informs attendance staff.
- The First Aider records the visit in the medical book.
- If the First Aider assesses the student as too ill to be in school, the parent/carer will be contacted.
- The student is collected by parent/carer (please come to reception).
- The attendance administrator records on the student data base that the student has left school.
- If the teacher feels that the student is unable to make their own way to reception safely, the First Aider will be contacted in order that they can attend prepared.
- The First Aider will then assess the situation and take appropriate action as above.

During break/lunchtimes if students feel unwell or are injured, they should seek the assistance of a member of staff who will ensure that they are dealt with appropriately in line with the above procedures.

**Date of last review: Jan 2019**

**Date policy is due for review: as required**

**Policy has been approved by: Bruce Burley, Deputy Head**