



Medical Policy

INTRODUCTION

Lealands High School policies are designed to support the school ethos, aims and vision. Lealands is a positive learning community which is fully inclusive to ensure equality of opportunity for all.

Our aims are outlined in our Home School Agreement. We want all members of the school community to:

- Enjoy learning
- Be enquiring
- Achieve the best
- Feel safe and secure
- Be happy
- Be well cared for and supported
- Be challenged and make good progress
- Be prepared for a bright future
- Make a valued contribution
- Enjoy a well ordered and stimulating learning environment

Our vision is to be:

“A centre of excellence, nurturing all learners, whatever their needs or interests, instilling high expectations for all and preparing young people for life and a bright future.”

All staff are required to uphold the ethos and aims of the school through the application of this and all school policies agreed by governors. Every teacher at Lealands High School is a teacher of every child or young person including those with special educational needs or disabilities (SEND).

Community consultation

Lealands High School will consult on the development of this medical condition policy with a wide-range of key stakeholders within both the school and health settings. These key stakeholders include:

- pupils with medical conditions
- parents
- school nurse
- Head teacher & teachers
- SENCO
- members of staff trained in first aid
- all other school staff
- local emergency healthcare staff (such as accident & emergency staff and paramedics)
- local healthcare professionals
- the local authority
- school governors

Lealands High School recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

School and community involvement in the policy

Pupils will be informed and regularly reminded about the medical conditions policy:

- through tutor time activities
- assemblies
- in citizenship & PSHE classes

Parents will be informed and regularly reminded about the medical conditions policy:

- by signposting access to the policy at the start of the school year and when communication is sent out about Healthcare Plans
- when their child is enrolled as a new pupil and via the school's website (where it is available all year round)
- through school-wide communication about results of the monitoring and evaluation of the policy

School staff will be informed and regularly reminded about the medical conditions policy:

- through regular updates at staff meetings and at other times during the year
- at scheduled medical conditions training
- through the key principles of the policy being displayed in several prominent staff areas at Lealands High School
- through school-wide communication about results of the monitoring and evaluation of the policy. In addition, supply and temporary staff are informed of the policy and of their responsibilities

Governors agree the policy and regularly review it (at least every 2 years)

All other external stakeholders are informed and reminded about the school's medical conditions policy:

- by letter, accompanied with a printed copy of the policy summary at the start of the school year
- through communication about results of the monitoring and evaluation of the policy

Staff awareness & training

- Staff are aware of the most common serious medical conditions at Lealands High School and they understand their duty of care to pupils 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.
- Staff are aware that there is no legal or contractual duty to administer medication, or supervise a pupil taking medication, unless they have been specifically contracted to do so.

- Staff who work with groups of pupils at Lealands High School receive training and know what to do for the pupils in their care with medical conditions. Training is refreshed for all first aid qualified staff at least once a year.
- Action for staff to take in an emergency, for the common serious conditions at Lealands High School, is displayed in prominent locations for all staff
- Lealands High School uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need medical assistance

General emergency procedures

The school will ensure that all staff know what action to take in the event of a medical emergency.

This includes:

- how to contact emergency services and what information to give
- who to contact within the school
- new staff and supply staff are inducted into school processes.
- what action to take in a general medical emergency is displayed in prominent locations for staff
- if a pupil needs to be taken to hospital, and their parent or carer is not immediately available, a member of staff will accompany them and will stay with them until a parent/carer arrives. The school tries to ensure that the staff member will be one the pupil knows
- Lealands High School has procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil. When this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible. Staff should not take pupils to hospital in their own car. If a student is required to attend hospital, their parents or an ambulance should be called to transport them

Administering medication

- All pupils at Lealands High School with medical conditions have easy access to their medication. This will only be administered under the supervision of a named member of staff at the school - even if the pupil can administer the medication themselves (pupils will be encouraged to administer their own emergency medication when their parents and health specialists determine they are able to start taking responsibility for their condition).
- All staff understand the importance of medication being taken as prescribed and training will be given to staff members who administer medication to pupils.
- At Lealands, all medicines for children from Yrs 7 – 11 are kept in the school medical office.
- When a pupil is off-site their medication will be carried by a qualified responsible adult, who will be available to administer the medicine and assist the pupil. All staff attending off-site visits are aware of any pupils 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. This is always addressed in the risk assessment for off-site activities.

- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to provide the service.
- Parents at Lealands High School understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- If a pupil misuses medication, either theirs or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.
- If a pupil at Lealands High School refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

Storing medicines at school

- There is an identified member of staff (Matron) who ensures the correct storage of medication at school. Medication is stored in accordance with instructions, paying particular note to temperature
- All controlled medication is kept in a secure cupboard in the medical office and only named staff have access
- Three times a year the identified member of staff (Matron) checks the expiry dates for all medication stored at school; this check is documented. All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency
- Some medication for pupils at Lealands High School may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in the medical office, inaccessible to unsupervised pupils.
- All medication is sent home with pupils at the end of the school year. Medication is not stored during the summer holidays
- It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year

Safe disposal

- Parents are notified when medication is out-of-date and asked to collect it and replace it if necessary.

A secure sharps box is used for the disposal of needles. Collection and disposal of sharps boxes is completed by Mitie on a termly basis. **Medical Register & Healthcare Plans**

Parents at Lealands High School are asked if their child has any health conditions or health issues on the enrolment form, which is filled out when they start at the school. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms. This information is kept on a medical register and is shared with all staff whenever there is an alteration made to the register.

Healthcare Plans are used to support pupils with the most severe medical needs. In addition to the school medical register, students with Healthcare Plans are listed on the school SEND Student Support register.

Drawing up Healthcare Plans

Lealands High School uses a Healthcare Plan to record important details about some individual children's medical needs at school, e.g. their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required. If a pupil has a longer term medical condition that requires treatment or medication during school hours, the school, healthcare professional, parent and pupil with a medical condition (if appropriate), are asked to fill out the Healthcare Plan together.

See Appendix 1 (Blank Health Care Plan)

If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete.

See Appendix 2

Ongoing communication and review of Healthcare Plans

- Parents at Lealands High School are regularly reminded to update their child's Healthcare Plan, for example if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change.
- The school will contact parents to check that information held by the school on a pupil's condition is accurate and up to date.
- Every pupil with a Healthcare Plan at Lealands High School has their plan discussed and reviewed at least once a year.
- An anonymised overview of the report will be given to governors annually summarising key issues that have emerged for the plans.

Storage and access to Healthcare Plans

- Parents at Lealands High School are provided with a copy of the pupil's current agreed Healthcare Plan
- Healthcare Plans are kept in a secure central location at school in the medical office and the students' individual files. Copies are available for all staff to be viewed of the Google Drive in the SEND Collaboration Site
- Apart from the central copy, specified members of staff and named teachers (agreed by the pupil and parents) securely hold copies of pupils' Healthcare Plans.

- Once a Healthcare Plan has been updated, it is shared with appropriate staff and uploaded to the SEND collaboration site
- All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care
- When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care
- Lealands High School ensures that all staff protect pupil confidentiality
- Lealands High School seeks permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Healthcare Plan
- Lealands High School seeks permission from the parents before sharing any medical information with any other party

Use of Healthcare Plans

Healthcare plans help the school to effectively support pupils with medical conditions in accessing the curriculum and wider school life.

Where a child is absent for over 15 days due to illness the school will consider reviewing or setting up a health care plan with school nursing/ GP. The aim of this review is to promote the child's attendance and engagement in school and maximise their access to the curriculum. Where this health care plan review decides that the pupil cannot attend school on medical grounds a referral will be made to the Local Authority Medical Provision for consideration.

Consent to administer medicines

If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent, whether this is on a regular/daily basis or a short course of medicine.

Appendix 2 is used to record this.

Residential visits and School Trips

- Parents are sent a residential visit/school trips form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit (Appendix 5 – Dorset trip example). This form requests up to-date information about the pupil's current condition and their overall health. This provides essential and up to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours
- All parents of pupils 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.
- If the form includes current issues of medication - a discussion is held with the parent about how the medical condition will be managed whilst on the trip.

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

Other record keeping

Lealands High School keeps an accurate record of each occasion an individual receives medical attention or when a pupil is given or supervised taking medication. 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 informed as soon as possible.

See Appendix 3

Lealands High School holds training on common and specific medical conditions, led by a healthcare professional. Staff attending receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure staff are suitably trained.

See Appendix 4

An inclusive school environment for children with medical conditions

Physical environment

Lealands High School is committed to providing a physical environment that is accessible to pupils with medical conditions -this includes school trips and journeys.

Social interactions

- Lealands High 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 and before and after school
- Lealands High School ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits
- All staff at Lealands High School are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies
- Staff use opportunities such as Tutor time to raise awareness of medical conditions amongst pupils and to help create a positive social environment Exercise and physical activity

Exercise and physical activity

- Lealands High School understands the importance of all pupils taking part in sports, games and activities
- Lealands High School ensures all school staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- Lealands High School ensures all school staff and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.
- School staff are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- Lealands High School ensures all school staff are aware of the potential triggers for pupils' medical conditions when exercising, and how to minimize these triggers.
- Lealands High School ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- Lealands High School ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

Lealands High 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 Lealands High School understand that this may be due to their medical condition.

Teachers at Lealands High School are aware of the potential for pupils with medical conditions to have special educational needs or disabilities (SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SENCO. The school's SENCO 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.

Residential visits

Risk assessments are carried out by Lealands High School prior to any out-of-school visit and medical conditions are considered during this process. Factors Lealands High 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. Lealands High School understands that there may be additional medication, equipment or other factors to consider when planning residential visits.

Reducing or eliminating common triggers that can exacerbate medical conditions

- Lealands High 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.

- School are aware of the potential triggers for the common medical conditions at Lealands High School. Written information about how to avoid common triggers for medical conditions has been provided to all school staff.
- Lealands High School uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers
- The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to Lealands High School's policy and procedures are implemented after each review.

Roles and responsibilities

Lealands High 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.

The following roles and responsibilities are used for the medical conditions policy at Lealands High School. These roles are understood and communicated regularly.

Governors

Lealands High School governing body makes arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that a pupil with medical conditions is supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions." Supporting Pupils with Medical Conditions April 2014". Governors receive annual updates as to the effective working of the policy, including numbers of pupils and key issues arising from school health care plans and training provided.

Headteacher

Lealands High School's head teacher 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 framework
- 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 a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy every two years, with input from pupils, parents, staff and external stakeholders and update if required, 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 Lealands High 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
- know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- 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.
- must not be given prescription medication or undertake a medical procedure without appropriate training / updated to reflect the individual care plan.

Teaching staff

Teachers at Lealands High School have a responsibility to:

- ensure pupils who have been unwell 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, SENCO and welfare officers if a child is falling behind with their work because of their condition
- use opportunities such as Tutor time, citizenship lessons and other areas of the curriculum to raise pupil awareness about medical conditions.

School nurse or School Healthcare Professional

School Nursing will not necessarily be aware of all pupils' medical conditions, but there is a clear expectation from the school that the school nursing services will be involved in the care plan process, as appropriate, including the following:

- initiating and updating health care plans, regularly
- informing the school of pupils in need for a health care plan
- helping update the school's medical conditions policy, including recommending training
- helping to provide regular training for school staff in managing the most common medical conditions at school and advising training on less common conditions
- collating relevant health information to support pupil, family and school to inform the health care plan
- providing information about where the school can access other specialist training.
- ensuring health care plans are designed to maximise attendance at school and engagement with learning, including effective reintegration to schools

The School Nurse will seek permission from the parent/s of children who have or require a health care plan.

First aider

First aiders at Lealands High 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.

SENCO

The SENCO at Lealands High School will 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 tests

Local doctors and specialist healthcare professionals

Individual doctors and specialist healthcare professionals caring for pupils who attend Lealands High School, have a responsibility to:

- complete the pupil's Healthcare Plans provided by parents
- where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours

- offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self-manage their condition
- 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 pupil and their parents)
- understand and provide input into the school's Medical Conditions Policy.

Pupils

The pupils at Lealands High 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
- let any pupil take their medication when they need it, and ensure a member of staff is called
- treat all medication with respect
- know how to gain access to their medication in an emergency
- if mature and old enough, 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 (The term 'Parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority)

The parents of a child at Lealands High 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 catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

The DfE guidance 2014 lists the following unacceptable practices. This Guidance notes these issues and notes that it is important that there is a dialogue between school and parents so that the parent feels confident in the process.

Lealands High School considers it to be unacceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume that every child with the same condition requires the same treatment
- ignore the views of the child or their parents or ignore medical evidence or opinion, (although this may be challenged)
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- send children who have become ill to the school office or medical room unaccompanied, or with someone unsuitable
- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues.
- no parent should have to give up working because the school is failing to support their child's medical needs
- prevent children from participating, or create unnecessary barriers to children partaking in any aspect of school life, including school trips

Policy Review

This school's Medical Condition Policy is reviewed, evaluated and updated every 2 years, in line with the school's policy review timeline. In evaluating the policy, Lealands High 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 nurse and/or school healthcare professionals
- Headteacher
- Teachers
- SENCO
- Matron
- All other school staff
- Local emergency care service staff (including accident & emergency and ambulance staff)

- Local health professionals
- The Local Authority
- School governors

Appendix 1 – Example of Blank Health Care Plan

HEALTH CARE PLAN/MEDICAL NEEDS

Name & Address:		Photo	
Date of Birth:		Date of Care Plan:	
Condition:			
School:			

EMERGENCY CONTACT DETAILS

Contact 1:		Contact 2:	
Relationship:		Relationship:	
1st Contact No:		1st Contact No:	
2nd Contact No:		2nd Contact No:	

GP Name:		Hospital	
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		Consultant:	
GP Address:		Address:	
GP Tel No:		Tel No:	

Describe Condition and Give Details of Individual Symptoms:

--

Care Requirements /Medication:

--

Describe What Constitutes an Emergency / Action to be Taken:

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Appendix 2

SCHOOL MEDICINE RECORD

Name of Student	
Form	
Name of Medicine	
Strength of Medicine (if appropriate)	
How Much to Give (ie Dose)	
When to be Given	
Any Other Instruction (include details for inhalers if any)	
Phone No. of Parent of Adult Contact	

Tick appropriate box:

Medicine to be Left at School	
Medicine to be taken Home each day (eg Antibiotics)	

In consideration for the Headteacher of the Schools' Staff agreeing to give medication to the above named student during school hours, I/We agree to indemnify The Headteacher, the School's Staff and the Local Education Authority against all claims, costs, actions and demands whatsoever, resulting from the administration of the medicine unless such claims, cost actions or demands result out of the negligence of The Headteacher, the Schools' Staff or the Local Education Authority.

Signature of Parent/Guardian Date

.....

***** If more than one medicine is to be given a separate form should be completed for each. *****

Date medicine returned to Parent/Guardian on completion of course of medicine	
Date medication expires	

Appendix 3 – Example of Medical Records

71DZ

SURNAME	FIRST NAME	MEDICAL CONDITIONS	DATE	TIME	REASON
		Asthma			
			21/10/16	11.25	Fell over and grazed her right elbow. Cleaned and applied plaster.
		Asthma	29/09/16	11.15	Bands are hurting her teeth. Tried to take a paracetamol but only managed ½ a tablet.
		Hayfever	13/10/16	14.10	Period pains – 1paracetamol given.
		Occasionally uses inhaler if poorly	13/09/16 03/10/16	11.20 11.25	Feels sick. Eating, drinking and toileting normal. Very hot today. Told him to up his fluid levels and to go outside for some fresh air. Runny nose and headache – 1paracetamol given.
		Food allergies – no soya (being tested for allergies to wheat, dairy, high fructose fruits, sucrose, gluten, eggs) Prone to bloating, diarrhoea/constipation, stomach cramps and mood swings – toilet on request	20/09/16 27/09/16	14.00 13.55	Finds it hard to breathe. Just suddenly started. Not showing any signs of distress. Told her to up her fluids. Should settle down. Fell off chair and hurt her right arm. Pain in back of hand and around wrist. Movement in hand and wrist good. No pain when examining arm. Advised her to use hand as normally as possible. If hand swells up, will

					need to check it out.
		Migraine	05/10/16	14.10	Headache – 1paracetamol given.-
			19/09/16	13.55	Headache – 1paracetamol given.
		Mild Asthma			
		Asthma			
		Allergy to dairy products			

Appendix 4

LEALANDS HIGH SCHOOL FIRST AIDERS - DECEMBER
2016

<u>Surname</u>	<u>First Name</u>	<u>Department</u>	<u>Qualification</u>	<u>Expiry Date</u>	<u>First Aid Certificate Renewal Course</u>	<u>Comments</u>
		Medical Officer	First Aid at Work	01 April 2018	-	-
			Automated External Defibrillator (AED)	20 January 2017		-
		Community Development Officer	First Aid at Work	14 April 2017		Jacqui Dilley Training Smith - 477208 jacqui.dilley@trainin gsmith.co.uk
		Re-Engagement		02 September 2017		
		Technology Technician	Emergency First Aid at Work	02 September 2017		Jacqui Dilley, Training Smith
		PE Technician	Emergency First Aid at Work	02 September 2017		Jacqui Dilley, Training Smith
		PA to SLT	Emergency First Aid at Work	TBC		
		Technology Technician	Emergency First Aid at Work	TBC		
		PE Teacher	Emergency First Aid at Work	TBC		
		Business Manager	Emergency First Aid at Work	TBC		
		Humanities Teacher	Canadian Red Cross	08 June 2019		
		English Teacher	Emergency First Aid at Work			

		Humanities & HOY8	Emergency First Aid at Work			
		Art Technician	Emergency First Aid at Work			
		Humanities Teacher	Emergency First Aid at Work			

Appendix 5 – Residential Trip Letter

DATE

Dear _____,

Dell Farm Transition Visit

As part of Lealands' transition programme, I would like to invite NAME to a two day outdoor education trip. The trip has been organised for a specific group of year 6 students following our liaison with primary schools. The trip is to Dell Farm near Dunstable and will take place on Wednesday 24th August 2016 and Thursday 25th August 2016. The trip will leave Lealands High School at 9:15am and return at 3:30pm on both days.

The aim of this trip is for the children to build up their confidence, improve their leadership, communication and social skills and to enable them to work as a team, learning how to overcome challenges in an outdoor environment. We hope the children will then use these skills in their lessons and around school when they start at Lealands in September. During the visit, they will experience team building activities, bushcraft, archery and climbing.

There is no charge for the trip. All transport, meals and activities undertaken during the trip will be paid for by the school.

This is a fantastic opportunity for your child to experience a number of outdoor education activities in a safe and secure environment under the supervision of trained and qualified staff.

If you would like your child to attend the trip, please complete the reply slip below and return to myself at the school address by Friday 15th July 2016. There are only 30 places available on the trip so places will be allocated on a first-come, first-served basis. If your child secures a place on the trip, you will be informed by letter on Tuesday 19th July 2016.

If you have any questions, please contact me on 01582 611600.

Yours sincerely,

Mr J Hall

Assistant Head teacher – SENCO

Lealands High School

DELL FARM RESIDENTIAL OUTDOOR EDUCATION CENTRE

PARENTAL CONSENT FORM

DETAILS OF VISIT

Dates: *from:* Wednesday 24th August 2016 *to:* Thursday 25th August 2016

I agree to my child _____ (NAME) _____ (Date Of Birth) taking part in the visit to Dell Farm Outdoor Education Centre during the dates given above. Having read the information provided I agree to his/her participation in any or all of the activities* described. I acknowledge the need for obedience and responsible behaviour on his/her part. I understand that as part of the planned transport arrangements, or in the event of an emergency, it may be necessary on occasion to be transported in staff vehicles.

I understand that, while the school staff in charge of the party will take all reasonable care of the children, neither they, nor Active Luton can necessarily be held liable in respect of loss, damage or injury suffered by my child during our school visit to Dell Farm, unless such loss, damage or injury results from the negligence of Active Luton, its employees or any other supervisory adults involved in the visit to Dell Farm.

* Please give details of any activities that your child cannot participate in.

MEDICAL INFORMATION

a) Pupil's National Health Number _____

b) Name of Doctor _____ Telephone _____
Address of Practice _____

c) Does your child suffer from any conditions of which the teacher leading the visit should be aware? YES/NO

If YES, please give brief details, including details of any medication.

c) To the best of your knowledge, has your child been in contact with any contagious or infectious diseases, or suffered from anything in the last four weeks that may be, or become, contagious or infectious? YES/NO

If YES, please give brief details

d) Is your child allergic to any medication/food etc..? YES/NO

If YES, please give brief details.

e) Please outline any special dietary requirements (medical or religious) of your child.

f) Has your child received a tetanus injection in the last 5 years? YES/NO Date_____

MEDICAL DECLARATION

I give/do not give permission for my son/daughter/ward to receive pain relieving medication when appropriate (one dosage of paracetamol). **Please delete as appropriate.**

I agree to my son/daughter/ward receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

I undertake to inform the visit co-ordinator or Headteacher as soon as possible of any change in the medical circumstances between the date signed and the commencement of the journey.

My son/daughter/ward has certain special educational or other needs as detailed below:-

CONTACT NUMBERS

I may be contacted by telephoning the following numbers:

Work:_____ Home:_____

Home address:

If I am not available at home, please contact:

Name:_____ Telephone:_____

Address:

ANY OTHER RELEVANT INFORMATION

SIGNATURE (of Parent/Guardian/Carer)

Signed:_____ Date:_____

Print Name _____