



Be All That You Can Be

Riverside St. Paul's Cray

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4th September 2024

Dear Families,

As we enter a new academic year, to ensure that we have up to date records for your child, please find enclosed two documents: School Medical Information Form and Administration of Medications information from Bromley Healthcare. Please can you complete and return the School Medical Information form to your child's class teacher **by the 13th September 2024**.

It is important that the form is completed in as much detail as possible and that you continue to update the school with any changes over the academic year

If you would like support in completing the medical form, please do not hesitate to put a note in your child's contact book or email your child's class teacher.

Thank you for your ongoing support and guidance in providing a safe environment for your child.

Yours sincerely,

Daniella Costanza
Assistant Headteacher



Artsmark
Platinum Award
Awarded by Arts
Council England



Wellbeing Award
for Schools





School Medical Information Form - PART A

Please complete this form, including section on consent. If there are any changes please let us know in writing otherwise this form will remain valid throughout your child's time at this school.

Pupil's Name:		DOB:	
		Weight:	
Parent Carer Names and contact details (phone and email please):			
Pupil's Address			
Social Worker Details:			
Pupil's Diagnosis:			
Pupil's Medical History: Please use a separate page if needed			



Pupil's Current Nursing Needs: Please use a separate page if needed

Pupil's G.P Details:

If pupil is to be admitted to specific hospital please give details:

Does your child have seizures? Yes/No (if yes, please see below)

Please provide details of Epilepsy Consultant and Clinical Nurse Specialist

Name:

Phone Number:

Email Address:

Please send a copy of the care plan to school from your epilepsy team.

Does your child have allergies? Yes/No (if yes, see below)

List allergies (including plasters):

Are any medications prescribed for this? Yes/No

Name of drug:

Dose:

When is this to be given:

Please provide details of Allergy Consultant and Clinical Nurse Specialist

Name:

Phone Number:

Email Address:

Please provide school with an Allergy care plan



Does your child have asthma? No/Yes (if yes, see below)	
Does he/she use an inhaler? No/Yes (if yes, see below)	
Name of drug:	
Dose:	
Frequency:	
Please provide details of Consultant and Asthma Clinical Nurse Specialist (if under a specialist)	
Name:	
Phone Number:	
Email Address:	
Please provide school with an Asthma action plan.	

Medication:			
Details of medication taken at home:			
Emergency Medication:	Dose:	Details of other medication taken at school:	Dose:

Name of consultant/hospital pupil is under:	
Any other information:	



School Medical Information Form - PART B (Parent/Carer)

I give my consent for:	Yes	No
My child's prescribed medication to be administered by the nursing team or any member of the school staff who has received appropriate training		
Plasters to be applied to my child if necessary		
School and School nurses to contact any of the professionals involved in my child's care		
Paracetamol to be administered to my child by school staff		

- To ensure we keep your child safe, basic First Aid may be given to your child by a trained Staff First Aider, if required
- I have read the accompanying information regarding the Administration of Medication for Children in Special Schools
- I will ensure that any required medications are provided for use in school and on a school visit, they are in date and labelled by pharmacy with child's name, dose, etc.

Print name of parent/guardian:

Signed: _____ Date: _____



School Medical Information Form - PART C (Parent/Carer)

Nursing Team	Schools (Marjorie McClure and Riverside)	Parents/Carers
<p>The nursing team will be responsible for:</p> <ul style="list-style-type: none"> • Nursing team to facilitate training to school staff so they are able to carry out care to meet the identified additional health care need. Where appropriate, nurses will ask Clinical nurse specialists to provide training • Write nursing care plans and provide copies to the senior leadership team • Care plans to be updated yearly or if there are any changes in medical needs. Nursing team to provide school with Dietician plans when updated. • Nursing team to complete medication rounds. Medications to be checked and drawn up with school staff present. Nursing team to ensure that all medications are administered to the correct child before signing MAR chart. • Complete Medication Administration Record Charts to enable the safe administration of medication and feeds. • Undertake nursing observations where requested by other health care professionals and before school medical appointments e.g. Heights, weights and Blood pressure. • Participate during multidisciplinary meetings where appropriate. • Nursing information consent forms to be sent out to yearly to patients with a daily nursing intervention 	<p>The school will be responsible for:</p> <ul style="list-style-type: none"> • School to inform Nursing Team of new starters and leavers. • Medical information/consent forms for all pupils to be sent out by school staff and retained by leadership team. • MASH referrals/ Safeguarding concerns to be communicated with Nursing Team • Leadership team to undertake temperatures where needed. • Provide transport team with relevant training and the attached transport plan where required. • Administer enteral feeds and blended diet to any child that requires it. • Administer medications as prescribed under supervision of the nursing team. • Paracetamol to be provided by school and administered by school staff • Administer emergency medications such as midazolam, paraldehyde, epipen and inhalers in line with the child's care plan. • Documentation to be completed by staff when paracetamol and emergency medication administered. • Follow health care plans where appropriate. • First Aid to be provided by school. Ensure there are an adequate number of first aiders. 	<p>The parents/carers will be responsible for:</p> <p>Day to Day & Emergency Medication:</p> <ul style="list-style-type: none"> • Ensuring adequate supplies of in date medication are provided for your child in school <p><i>Check expiry dates & make a note so that you can request repeat prescriptions 2 weeks before medication is due to expire.</i></p> <p>Enteral Feeds:</p> <ul style="list-style-type: none"> • Ensuring adequate supplies of milk feeds & enteral connectors are sent to school with your child. <p>Medical Supplies:</p> <ul style="list-style-type: none"> • Ensuring adequate supplies for your child's day to day medical care i.e. catheters, needles, glucometer & test strips. <p>Changes in Care:</p> <ul style="list-style-type: none"> • Informing SSNT and School of any changes to your child's treatment plan i.e. medication changes along with confirming advice from prescriber.



<ul style="list-style-type: none"> • The nurses will participate in annual reviews for educational health and care plans (EHCPs) where the nursing contribution is pertinent. Attendance will be prioritised in relation to individual need. When there are changes to a child's needs and provision, nurses will write an updated report • The nursing team will provide advice and support in relation to child risk assessments where needed. 	<ul style="list-style-type: none"> • Maintain a record of staff training and ensure staff skills and competencies are kept up to date. • Staff to contact parent/carer if a child is unwell. • Ensure that education staff have time to meet with nursing team to discuss health care plans/EHCPs/risk assessments/medical concerns. • Support staff in relation to student medicals- If school have a concern and want someone seen, they can contact the administration team with the concern. • Staff will inform nursing team of annual reviews of all students with a minimum of 6 weeks' notice. • Notify the nursing team in the event of school closures or necessary absence. 	
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Children's Community Nursing Team Partnership Agreement for Service to Special Schools



Administration of Medications for children In Special Schools

Dear Parent/Carer

If your child requires medication to be given during the school day, noted below is some useful information as to the process regarding the administration of medications.

Prescribed Medication

All medications sent into school should be prescribed, and the bottle or box containing the medication clearly labelled with the following information:

Child's name

Date of birth

Dosage to be given and how often

We also require a copy of the prescription form as 2 sources of information are required to enable a Drug Administration Record to be written.

Medication dose changes – please send in updated prescription and the pharmacy label needs to be updated within a month of the changed dose or we will be unable to administer this in school.

Antibiotics

The nursing team will administer antibiotics in school that are prescribed to be given **four times a day**, all other antibiotics should be given around the school day, e.g. antibiotics which must be taken three times a day should be given at home on a morning before school, after school and before bedtime.

If your child has been prescribed antibiotics for an acute infection, please ensure they do not attend school until they have taken the antibiotics for at least a **full 24 hours**.

Emergency Medication

If your child requires emergency medication for seizure management, or management of acute allergic response, please provide the medication needed (clearly labelled) and a copy of the care plan from their specialist.

Paracetamol

In the event of your child developing pain or a fever whilst at school Paracetamol will be given by school staff as required, if prior permission has been received.

If your child requires Paracetamol, the school staff will contact you to check the time that the last dose of Paracetamol was given and how many doses given in the previous 24 hours, unless written confirmation has been received that morning.

Paracetamol is usually administered as an interim measure until you are able to collect your child and take them home. The schools keep a stock of Paracetamol, and no individual bottles / boxes are required to be sent into school. Ibuprofen will only be administered if it comes in as a prescribed medication.

If your child requires regular Paracetamol as part of chronic pain management written guidance will need to be provided by the prescribing practitioner or consultant and you will need to provide a labelled bottle or box of paracetamol.

It is the responsibility of the parent/guardian to ensure the correct medication is at school and in date.

Please note due to the large number of medications being required over lunchtime and the potential for emergency situations we will aim to administer your child's medication within a 30 minute window each day. If medication is administered later than 30 minutes a note will be sent home in your child's contact book informing you of the time it was given.

If you have any queries, please do not hesitate to contact the school nurses at Riverside - 01689 879197 or the school nurse at Marjorie McClure - 0208 467 7352.

Yours sincerely

Hayleigh Davies

Special Schools Team Leader