



## LADYBRIDGE PRIMARY SCHOOL

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### Important Update re: Medical Needs / Medication



**May we remind all parents/carers that if your child's medication changes or is discontinued, or the dose or administration method changes, then you must notify school immediately.**

**It is the responsibility of a child's parents/carers to ensure that medication in school is within the expiration date.**

**The school is not responsible for checking expiration dates.**

17<sup>th</sup> September 2018

Dear Parent/Carers,

At Ladybridge we are committed to ensuring everyone with a medical need receives the best standard of care. Therefore, it is imperative that our medical records are updated annually. We are still waiting for a significant amount of information from parents/carers regarding children's medical needs. For example, if your child has asthma then it is your responsibility to ensure that your child's asthma card is updated annually. This means that as a school we are able to meet the individual needs of each child. For pupils with asthma, who do not have access to their inhaler/medication, we do have access to emergency inhalers. These are used in accordance with the inhaler guidance and parents **must have signed** a consent form before these can be used.

All pupils with medical conditions have easy access to their emergency medication. Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it. All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication. The office staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labeled with the pupil's name, the name and dose of the medication and the frequency of dose.

If your child's medical needs are significant then we will complete an individual healthcare plan, setting out what support a pupil needs and how this will be provided. It is your duty to let school know of any medical changes throughout the year. Individual healthcare plans are developed in partnership between school, parents, pupils, and the relevant healthcare professional (if appropriate) who can advise on a child's case. The aim is to ensure that we know how to support each child effectively and to provide clarity about what needs to be done, when and by whom.

At Ladybridge we keep detailed, accurate records of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are also recorded. As stated in the Home School Partnership Agreement in order to ensure that in an emergency situation we can respond promptly we need to be in receipt of all the information regarding your child's medical needs.

If your child suffers from a medical condition that you have **not** informed the school office about or there have been changes to medication dosages etc then, please complete the slip below and to the school office by .....

Mrs Hall

Deputy Headteacher



Child Name

Year/Class

Class teacher

Medical Condition (i.e. asthma, allergy, eczema, epilepsy, etc)

Prescribed Medication/medical aids to be kept in school:

Prescribed dosage and times: