

# Balcarras Medical Procedure

**School's Medical Administrator:**

**Mrs C Crowley**

**e-mail [cc@balcarras.gloucs.sch.uk](mailto:cc@balcarras.gloucs.sch.uk)**

## Health Care Plan:

If your child has any type of physical or mental health condition, allergy or intolerance please ensure you inform us of the situation as soon as you can so that we are able to help and support your child should it be necessary during school time.

You are welcome to discuss the situation directly with your child's tutor or Head of House and then please ensure that you [fill in a Health Care Plan](#) form so that we have all the up to date, accurate details.



The form can be found on our school website or by emailing the school's Medical Administrator. The form can be filled in online and returned to the school digitally. The form will then be stored in your child's online file.

Please note we treat all medical information with the strictest confidence.

Please note that if your child has an SEN pupil passport at Balcarras and also a medical condition, we would still require a separate Health Care Plan to be filled in.

## Medication – kept in school:



For some pupils it will be important that medication is kept in school. If you would like us to keep medication in school for your child, please ensure you have filled in all the relevant details on the Health Care Plan and please bring the medication to the main school office.

The medication will be stored in your child's file in the school office, together with their Health Care Plan (there is also facility to keep medication refrigerated in the school office, if required). If the medication is required, pupils are able to come to reception. At Balcarras we can only keep prescribed medication which is **in-date and supplied in its original container** as dispensed by the pharmacist with the **dispensing label intact**, including instructions for administration, dosage and storage.



Please contact us as soon as the medication requirements change and please collect the medication once it is out of date. If the medication is no longer required by your child or your child leaves Balcarras, please come into the school to collect the medication and adjust the Health Care Plan accordingly.

### Medication – kept by the pupil:



Where a parent/guardian allows a pupil to carry their own medication, we expect them to **accept full responsibility**. We also would require a Health Care Plan which states the pupil is carrying their own medication.

### Becoming unwell at school:

If a pupil becomes unwell whilst in school, they can speak to their teacher/tutor or another member of staff and they will be asked to go to reception or have someone accompany them if necessary. They can wait in the reception area or in the medical room (for more privacy) until they feel better. If necessary, the receptionist will phone the contacts given to us for the pupil to be collected from school (please ensure you keep the school updated with any change in contact information).



In this instance, the Head of House will be required to give permission for the pupil to leave school. Pupils will not be able to leave the school site without a parent/guardian giving permission over the phone. If necessary, we might require you to come and collect the pupil.

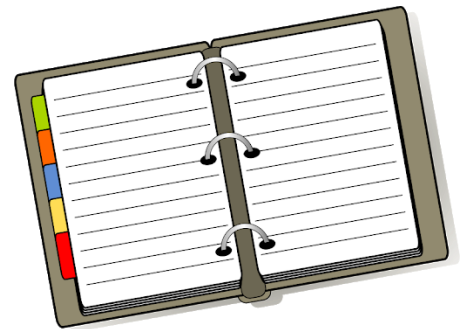
## Paracetamol Permission:



If a pupil requires pain relief during school time, they can speak to their teacher/tutor or another member of staff to get written permission in their planner (please ensure they **always have their planners** in school). They can then go to reception where they will be given a paracetamol tablet.

In order to do this, we require **written permission** from their parent/guardian in advance. Please ensure you **check the box on the data collection** sheet to give your consent for your child to be given paracetamol. This only needs to be done once during their time at Balcarras unless you would like to change the permission.

Once they have been given a tablet, they will receive a sticker in their planner so that you are aware of the time and the dosage.



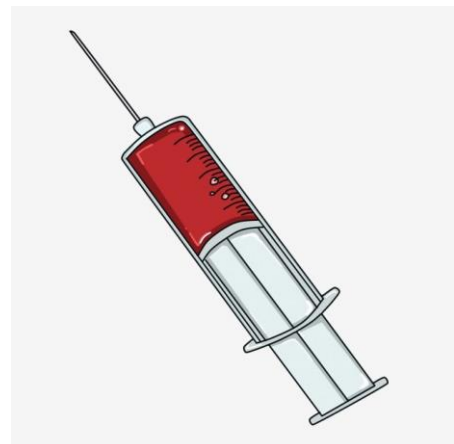
## School trips:



Please ensure you keep us updated throughout the school year on any medical conditions, however small, so that we always have the correct information and medication and are prepared for any kind of school trip.

## Vaccinations:

There is a separate information sheet on vaccinations on the website. Please read it carefully if your child is due to be vaccinated at school.



If you have any further medical related questions, please contact the school's Medical Administrator, or speak to your child's Tutor or Head of House. We are always available to help with any situation.