



October 2016

Dear Parents / Carers,

## **HEALTH & SAFETY UPDATE FOR PARENTS/CARERS FOCUS: INFECTIOUS ILLNESSES AND MANAGING MEDICINES**

This information sheet has been written with support from the Government, the Health Authority and from Sheffield Local Authority about developing effective systems to support children with medical needs.

Parents have the prime responsibility for their child's health and should provide school with information about their child's medical needs. Please call in at the School Office to update your child's information sheet regarding any medical issues, if anything has changed.

### **INFECTIOUS ILLNESSES:**

Children should not attend school when they have any of the following symptoms:

**DIARRHOEA AND/OR VOMITING:** There is a 48 hours exclusion period from the last episode of diarrhoea or vomiting. You should contact your GP for any further advice, particularly if the symptoms are severe or persistent. Please pass on information regarding the diagnosis to the school. ***The length of time your child should stay off school depends upon the cause of the illness (there are recommended exclusion periods for particular conditions), how long the symptoms last and how quickly your child recovers.*** If you're not sure about any illness, and whether your child should stay off school, please ring the School Office for advice.

### **PLEASE NOTE SCHOOL STAFF ARE NOT OBLIGED TO ADMINISTER MEDICINES.**

There may be times when your son/daughter is prescribed a medicine/treatment from your GP. Any medicines that need to be taken 3 times a day should usually be taken in the morning, after school hours and at bedtime.

**Medication prescribed 4 times a day may be administered at lunchtime in school, as long as the procedures outlined below are followed:**

- Medication must be delivered to the School Office so it can be stored safely (please do not let your child keep medication in their bag).
- Parent/carer must complete a consent form before any medication can be administered by a member of staff.
- We would be grateful if parents could call the School Office to remind us to administer the medication when it is due.

### **PLEASE NOTE:**

- **We are not allowed to give non-prescribed medicine to a child e.g. calpol, paracetamol unless this is part of an Individual Health Plan, agreed with the School Nurse.**
- **We are not allowed to accept medicines that have been taken out of the container as originally dispensed. It is illegal to do so.**
- **We are not allowed to make any changes to the dosages on containers, even on parental instructions.**
- **If a child refuses to take medicine, staff will not force them to do so. Staff will record the incident and contact parents.**

### **LONG TERM MEDICAL NEEDS:**

It is important that we have sufficient information about the medical condition of any child with long term medical needs. Please inform your son/daughter's Class Teacher or the School Office of any such need or of any changes to their medical needs. A Health Care Plan will then be completed with the School Nurse or School Manager and if appropriate, relevant health care professionals.

### **CHILDREN WITH ASTHMA:**

- Please inform your son/daughter's Class Teacher if your child has asthma.
- Please provide details of their medication and continue to keep staff fully informed.
- Encourage your son/daughter to carry their reliever inhaler as soon as you, the doctor or nurse and class teacher agree they are mature enough otherwise, this will be stored in the classroom by the teacher. We ask that parents/carers complete an Asthma card if your child is in Nursery – Y2 (please ask your child's class teacher for a card to complete).
- **It is very important that your child has an inhaler with them in school at all times, even if your child is a mild asthma sufferer.**
- Label all inhalers with your son/daughter's name and class.

**Please note: inhalers have an expiry date. Please check dates on a regular basis as this is the responsibility of the parents/carers.**

### **CHILDREN WITH DIABETES:**

- Please inform your son/daughter's Class Teacher if your child has diabetes.
- Please provide details of their medication/needs and continue to keep staff fully informed.
- Complete a Health Care Plan (contact School Office).

### **CHILDREN WITH ALLERGIES:**

- Please inform your son/daughter's Class Teacher if your child has an allergy (even if they do not have any prescribed medication).
- Please provide details of their medication (if applicable) and continue to keep staff fully informed.
- It will be necessary to complete a Health Care Plan (see School Office for advice).

### **USEFUL CONTACTS:**

<b>School Nurse</b>	<b>0114 2506865</b>
<b>Health Authority</b>	<b>0114 2717310</b>