

April 2017

Dear Parent/Carer

TGAT Administering Prescribed and Non-Prescribed Medication

As part of accepted good practice and with advice from the Department of Education (DfE), relevant voluntary organisations and the Trust's Governing Body, The GORSE Academies Trust has recently updated its Managing and Administering Prescribed and Non-Prescribed Medications Policy.

As part of this policy, we are now asking all parents/carers to authorise self-medication of non-prescription medication and all parents/carers with children, who have a medical condition to help us by completing an Academy Healthcare Plan for their child on an annual basis or as the child's medical situation changes.

Non-Prescribed Medication

It is important, if you want your child to be able to take Paracetamol/Ibuprofen on academy premises that you complete and return the form to us by Friday 28 April 2017. Failure to do so will mean your child will not be able to self-treat a headache, for example, and the academy will not be able to provide treatment. **Please note that new guidance dictates that Paracetamol and Ibuprofen are the only non-prescription medicines allowed in the academy.** With the change of legislation, the trust policy now states that we will not supervise or administer non-prescribed medication. The trust will allow students, who parents feel can be trusted, to manage their own medication and to self-administer Paracetamol and Ibuprofen on the basis that written consent has been given by the parent/carers (please complete the attached sheet - **TGAT Medical Form - Request for a Student to Carry his/her Medicine**). Parent/carers in the secondary setting may send single doses of Paracetamol or Ibuprofen only to the academy with their child. If the form is not completed and returned to the academy, your child will not be able to self-medicate and the academy cannot provide your child with medication. Upon signing the form, you the parent/carers accept responsibility for ensuring your child is clear regarding the safe use of Paracetamol/Ibuprofen and that they understand that under no circumstances may they share the medication with other students.

The GORSE Academies Trust reserves the right to not allow self-medication where it is felt there is a danger to the student to do so.

Student Healthcare Plans – to be completed by parents/carers whose child has a medical condition

In addition to completing the Request for a Student to Carry Paracetamol/Ibuprofen Form please complete the plan (see the attached sheet - **TMA Medical Form – Health Care-Plan**), with the assistance of the child's healthcare professional if required, and return it to the academy to assist us in caring for your child appropriately. If you would prefer to meet someone from the academy, please contact us on 0113 2531600 or email info@ruthgorse.leeds.sch.uk to arrange this.

Your child's completed plan will store helpful details about your child's medical condition, current medication, triggers, individual symptoms and emergency contact numbers. The plan will help the academy to better understand and cater for your child's individual needs. Please note, if your child requires any medication to be taken in the academy, additional forms need to be completed (these will be sent home in response to the return of the Healthcare Plan). This includes usage of Epi pens, insulin and inhalers, which are the only prescribed medications allowed to be carried in school by your child. We strongly recommend that spare Epi pens, insulin and inhalers are kept in the medical room situated at Student Services in case of need.

Any prescribed medicines sent into the academy must be in their original container as dispensed by the pharmacy. The pharmacy label stating the child's name, the name of the medicine, the dose and the frequency of administration must be clearly visible. Please ensure you also inform the academy of any joint support, strapping or cast that may affect your child's participation in activities particularly in PE lessons.

Please make sure the plan is regularly checked and updated and that the academy is kept up to date about changes to your child's medical condition and medication. This includes changes to strength and dosage and when it is no longer required. **Not having up to date information about your child's medical condition may affect their participation in certain activities in and out of the academy and, much more importantly, may put their health at risk.**

Thank you for your assistance.

Yours faithfully

Mrs R Taylor
Principal

Mr B Mallinson
Vice Principal

TGAT Medical Form - Request for a student to carry his/her medicine – Paracetamol and Ibuprofen only and only sufficient for that day.

THIS FORM MUST BE COMPLETED BY PARENTS/CARER

If staff have any concerns, they will discuss them with the Principal or Academy Healthcare professionals.

Name of Academy The Ruth Gorse Academy
Name of Student _____
Form _____

Procedure to be taken in an emergency

Contact Information

Name _____
Daytime Phone No: _____

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed: _____
Date: _____

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

All TGAT Medical Forms will be held by the Academy and are liable for formal audit at any time. Information given on this form will be used to update the academy contact records and may only be shared where there is a need to do so.

Name of Academy The Ruth Gorse Academy
 Name of Student _____
 Date of Birth _____
 Student's Address _____
 Medical Diagnosis or Condition (if any) _____
 Date diagnosed (if relevant) _____
 Review date _____

CONTACT INFORMATION

Family contact 1		Family contact 2	
Name		Name	
Phone No. (work)		Phone No. (work)	
(home)		(home)	
(mobile)		(mobile)	

Clinic/Hospital contact		GP	
Name		Name	
Phone No.		Phone No.	

Describe the medical needs and give details of the students symptoms:

Daily care requirements: (e.g. before sport/at lunchtime)

Describe what constitutes an emergency for the student, and the action to take if this occurs:

Signature of parent/carer

Name of parent/carer

Relationship to child

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