



Please return to the School

Please complete ALL sections of this form. The information is required for School, DfES, and Local Authority returns. All information will be treated as confidential and is subject to use within the Data Protection Act (1998).

SurnameMale/Female

First Name

Name by which your child is known

Date of Birth

Admission Date :	Roll No. : (please leave blank)
Form :	House : (please leave blank)

Supporting Students with Medical Needs

If your child suffers from any of the following conditions please supply the information requested.

Epipen

Does your child carry an epipen? Yes ☐ No ☐

Why ?

What is his/her condition:

Diabetes

Does he/she suffer from diabetes ? Yes ☐ No ☐

If Yes, is he/she insulin dependent ? Yes ☐ No ☐

Does he/she inject insulin ? Yes ☐ No ☐

Will he/she need to inject in School ? Yes ☐ No ☐

Does he/she take tablets ? Yes ☐ No ☐

Will he/she need to do blood tests in School ? Yes ☐ No ☐

Medication

Is he/she on any long term medication ? Yes ☐ No ☐

If Yes, what medication is he/she on

.....

Epilepsy

Does he/she suffer from epilepsy ?

Yes ☐ No ☐

If Yes, how frequent are attacks ?

.....

What happens after an attack ?

.....
.....

Asthma

Does he/she suffer from asthma ?

Yes ☐ No ☐

If Yes, does he/she carry an asthma pump in School ?

Yes ☐ No ☐

If Yes, what is the name and colour ?

.....

When does he/she need to take it ?

.....

Does he/she use a preventative pump ?

Yes ☐ No ☐

***All asthma pumps must be clearly marked with your child's name and Form.
Students must not give their asthma pump to any other student.***

Allergic reactions

Does he/she suffer from allergic reactions ?

Yes ☐ No ☐

If Yes, to what is he/she allergic ?

.....

What is his/her reaction ?

.....

What treatment is he/she currently receiving ?

.....

Sight/Hearing loss

Does he/she suffer from sight/hearing loss

(please circle whichever applies)

?

Yes ☐ No ☐

If Yes, what action does the School need to take ?

.....

Does your child wear spectacles/contact lenses?

(please circle whichever applies)

?

Yes ☐ No ☐

Any other illness or condition

Does he/she suffer from any other illnesses or conditions?

Yes ☐ No ☐

If Yes, please specify

.....

.....

If your child suffers from any of the following conditions, please give details below:

Colour Blindness

Impaired Vision

Defective Hearing

Heart Condition

Bronchitis

.....

.....

Sticking plaster

Is he/she allergic to sticking plaster?

Yes

☐

No

☐

Paracetamol

Paracetamol will only be given if as a prescribed medication for an ongoing illness, and must be left with the Welfare Team to be administered.

Name of your child's Doctor's Practice

Address

Post Code

Tel No.

Has your child had a tetanus injections

Yes

☐

No

☐

Please give date of last injection

Parent/Carer's signature: _____

Data Protection:

We are collecting this data as required by the Education Act, various other laws and to ensure your child's safety. Data will be used in accordance with the school's privacy policy, available online our website, please ask if you want an accessible copy. Information may be shared with other schools, the Department for Education, Enfield council and our delivery partners to deliver education services or if required by law.



*Please retain for
information*

Supporting Students with Medical Needs

A letter from the Headteacher to parents of all new students

In order that the School may adequately and properly support any students with medical needs it is requested that all parent(s)/carer(s) complete and return the attached Medical Form. In the case of some illnesses and conditions covered by the Medical Form, the School will send you a separate Medical Agreement to sign. Should any of your child's conditions change during the school year please inform the School at once. It is particularly important that the School has a contact telephone number(s) that can be used at any time throughout the school day should it be necessary to contact you or a close relative about your child. **Students are not allowed to telephone home in case of illness, they must go to the Medical Room to seek assistance. Contact will then be made by School staff.**

The information provided on the Medical Form will be collated and stored by the School. Necessary information will also be circulated within the School to the appropriate members of staff.

You should be aware that the principal point of contact for all medical matters within the School is via the Welfare Team. Therefore, should you, or your child, have any concerns of a medical/welfare nature these should be discussed with them rather than other members of staff. Only members of the Welfare Team, the other First Aiders or Senior Staff are permitted to authorise students to leave school during the school day for medical reasons. Please note that if your child is physically sick they should be kept at home for at least 24 hours afterwards.

Medications in School

You must consult with the Welfare Team by telephone to obtain the School's approval before any medication can be brought into School. Only medication prescribed by a doctor will be allowed in School and then only if the dosage requires administration during the school day. If the School agrees to the medication being brought into School it must be given to a member of the Welfare Team with written instructions including your child's name, the name of the medication, its expiry date, details of the dosage, the amount of the dosage, when administration is to commence and end. The medication will then be retained in the Medical Room. It is the student's responsibility to come to the Medical Room at the appropriate times to take the medication; the student will not be called for.

Analgesics (Pain Killers)

Students are not allowed to carry their own analgesics with them whilst in School. If your child is ever prescribed pain killers of any sort by a doctor then these will be treated in the same manner as any other medication as indicated overleaf.

Asthma Pumps

Students who have asthma pumps may keep them with them rather than leave them in the Medical Room. The pump (not the box or container) should be clearly marked with the student's name in case it is mislaid. Spare pumps may be left in the Medical Room.

Please contact a member of the Welfare Team if you wish to discuss any individual medical details/issues before your child starts at the School.

PTO

MEDICINES IN SCHOOL

There are two main sets of circumstances in which parents can rightly ask the School to administer medicines to students during the school day:

- In cases of chronic illness or long-term complaints, such as asthma, diabetes or epilepsy.
- In cases where students who are recovering from a short-term illness are well enough to return to School but are still taking medication.

Please observe the following:

- Medicines must be given to a member of the Welfare Team on arrival at School.
- Medicines must be clearly labelled and accompanied by a letter authorizing the dose to be given with the following information:
 - Contents
 - Owner's name
 - Dosage
 - When the medicine should be administered
- In the case of ASTHMA, pumps may be carried by students, but they should be clearly marked with the student's name and Form. (They can then be returned quickly to the owner if left somewhere.) Spare pumps can be left the Medical Room for emergencies.
- In the case of ANALGESICS, a student can leave a supply of Paracetamol tablets with the Welfare Team.

Finally, for the safety of everyone:

No other pain killers should be brought into School.

At no time must students carry medication around School.
Please make sure it is handed to a member of the Welfare
Team upon arrival at School.