



June 2018

Dear Parent/Carer,

I am writing to request medical information and inform you of current guidelines by which the Academy must operate regarding the administration of medication to your child during the Academy day. The information will be kept securely and used to enable the best possible care for your child whilst they are in the Academy.

If there are occasions when your child needs to bring prescribed, or over the counter medicines, into the Academy, they should be left with me to be stored safely and correctly. I will require your written permission for administration and full instructions for use. Students are NOT permitted to carry medication unless for emergency use that has been previously authorised.

If your son/daughter becomes ill during a lesson they should report it to their class teacher who can assess the situation and request an "On Call" for them. If it is during a break or lunch time they should report to me and I will advise as to whether they will need to go home or can continue in the Academy until the end of the day.

In the event of your child needing to go home, I will contact you by the telephone number(s) that are on our database so please make sure they are always up to date. Students should not ring their parents during the day asking to be collected from the Academy because they do not feel well.

As a general rule I prefer not to give painkillers to students but if a student requests one the guidelines issued by the local education authority, in conjunction with the Consultant Community Paediatrician, allow me to administer Paracetamol with your written consent if I consider it to be appropriate for the following conditions (but not limited to):-

- Headache (except where associated with head injury)
- Toothache
- Earache
- Dysmenorrhoea (painful periods)

No other painkillers will be administered. If your child is allergic to or unable to take Paracetamol you will need to supply the Academy with prescribed medicines for your son/daughter.

If you wish to give such authorisation for the administration of Paracetamol, please sign the form overleaf. No medicine can be administered without this consent.

If your son/daughter has short/long term medical needs which I should be aware of I will be happy to discuss a health care plan for them with you. I can be contacted during school hours on 01908 555620 or alternatively you can e-mail me at [medical@thehazeleyacademy.com](mailto:medical@thehazeleyacademy.com)

Yours sincerely

Sarah Winkfield  
Academy Matron

### CONFIDENTIAL MEDICAL FORM

<b>Student name:</b>	
<b>Date of birth:</b>	
<b>Family doctor or GP surgery:</b>	

**Please circle YES/NO as appropriate:**

	YES	NO
Does your child's health give you any cause for concern?	YES	NO
Is your child under any form of treatment at present?	YES	NO
Has your child ever had any eye problems?	YES	NO
Does your child wear glasses or contact lenses?	YES	NO
Does your child have any difficulty with hearing?	YES	NO
Has your child had any serious illnesses?	YES	NO
Does your child have asthma?	YES	NO
Is an inhaler used?	YES	NO
If yes, which one?		
Does your child have hayfever?	YES	NO
Does your child have epilepsy?	YES	NO
Does your child have diabetes?	YES	NO
Does your child have any skin conditions?	YES	NO
Does your child use an EpiPen?	YES	NO
Does your child have any other medical conditions? <i>If yes, please give details:</i>	YES	NO
Is your child taking any medication? <i>If yes, please give details:</i>	YES	NO
Has your child had any operations? <i>If yes, please give details:</i>	YES	NO
Does your child have any behavioural problems? <i>If yes, please give details:</i>	YES	NO
Has your child had frequent or prolonged absences from school? <i>If yes, please give details:</i>	YES	NO

## Permission to Administer Paracetamol Form - 2018/19

Please return to Academy Matron at the Hazeley Academy as soon as possible.

<b>Student name:</b>	
<b>Date of birth:</b>	

I give permission for my son/daughter to be given Paracetamol if the Academy Matron considers it to be appropriate.

<b>Parent/Carer signature:</b>	
<b>Please print name:</b>	
<b>Date:</b>	

Additional comments: