



WALTHAMSTOW HALL  
SEVENOAKS

## **MEDICAL QUESTIONNAIRE POLICY FOR STAFF AND PUPILS**

### **Including the Early Years Foundation Stage**

[This policy forms one of a suite of policies at Walthamstow Hall for safeguarding children]

#### **1. Policy for Staff**

- Walthamstow Hall takes its child protection and other legal responsibilities very seriously. Any confirmation of appointment to a successful candidate will be conditional upon the satisfactory completion of those pre-appointment checks that are prescribed by the law. This includes a medical check which confirms a candidate's fitness to carry out the duties of the post for which they are applying.
- We are an equal opportunities employer and welcome applications from all candidates. All our prospective employees are asked to complete identical pre-employment questionnaires.
- The Walthamstow Hall confidential Pre-Employment Health Questionnaire is found in appendix 6 of the Staff Recruitment Policy. All completed questionnaires are stored securely in individual personal files and access is restricted to the Headmistress.
- **Medicines brought to school by staff**

The EYFS 2014 Statutory requirements state that 'Staff medication on the premises must be securely stored and out of reach of children at all times.' ISI Regulatory Requirements for the Early Years Foundation Stage, April 2015 states that : 'Staff must seek medical advice if they are taking medication which may affect their ability to care for children, and any staff medication must be securely stored at all times.' Walthamstow Hall staff follow these procedures.

#### **2. Policy for Pupils**

We have a Medical Centre at Walthamstow Hall staffed by two registered nurses who work on a job share basis. They are responsible for any medical care or first aid that may be required during the school day at either the Junior or Senior School site.

##### Medical Care

Although your daughter will normally receive care from your family GP practice, the School holds medical information on all its pupils in order to ensure that we can provide appropriately for their needs, or look after them if they are injured or have an accident. We therefore ask all parents to complete a medical questionnaire (Health Questionnaire for Pupils June 2019) before she joins the School. It is the parents' responsibility to notify the Medical Centre staff of any changes during the year.

### Medical Examination and Immunisation

New pupils with chronic conditions and/or specific health needs will be contacted by the school nurse to discuss and/or meet to ensure correct care is in place. Parental consent is sought from time to time for the routine range of immunisations recommended by the Department of Health.

### Medical Records

We keep records of all treatment given to pupils during her time at Walthamstow Hall. We also record all accidents and incidents. Access to these records is restricted to the Medical Staff.

All medical records are stored in School until a former pupil's 25<sup>th</sup> birthday, when they will be securely destroyed.

### Illness

If a girl suffers anything more than a trivial injury, or if she becomes unwell during the school day, or if we have any worries or concerns about her health, we will always contact parents. We will ask parents to collect their daughter if she becomes ill during the school day.

### Emergency Medical Treatment

In accepting a place at Walthamstow Hall, parents are required to authorise the Headmistress, or an authorised deputy acting on her behalf, to consent on the advice of an appropriately qualified medical specialist to their daughter receiving emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if we are unable to contact parents in time.

### Medicines and Treatments brought to School by Parents or Pupils

In the Junior School parents are requested to complete form AMI and hand it and their daughter's medication into the School Office who in turn will hand it to the First Aider on duty. In the Senior School parents are requested to advise the School Nurse of any medication that their daughter has brought into School, this should be clearly labelled and accompanied with a letter. Senior School students must take any medication directly to staff in the School Medical Centre or school office. If a girl has a medical condition which necessitates regular access to medication, pastoral staff should be informed so that an appropriate regime can be devised. Relevant staff will be informed, in confidence, of any condition that is likely to affect a pupil in any area of school life.

This policy has regard to the guidance issued by the Secretary of State.

***Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.***

Reviewed May 2019  
Date of next review May 2020

Signed: ..... Date: .....

Mrs J Adams  
Chair of Governors



# WALTHAMSTOW HALL SCHOOL

## REQUEST FOR A SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the Headmistress has agreed that school staff can administer the medicine.

### Details of Pupil

Surname..... Forename..... Form .....

Date of Birth / /

Condition or illness

.....  
.....

### Medication

**Parents must ensure that in date properly labelled medication is supplied.**

Name/Type of Medication (as described on the container)

.....

Date dispensed

Expiry Date

.....

### Full Directions for use:

Dosage, method and timing

.....  
.....

***NB Dosage can only be changed on a Doctor's instructions***

**Review Date** .....

**Parent Signature** .....

**Teachers Signature** .....

**Headmistress Signature** .....