

## Medication

We can administer medication during the school day. These medicines can be for the short-term, long-term or as required (during school hours). For this to happen we will need:

- The medication to be required at least three times per day or more frequently;
- The medication to be prescribed and issued within the past 12 months;
- The medication to be supplied in its original packaging;
- If the medication has been opened, to have an opened date on it;
- A copy of the repeat prescription sent into school every term;
- A signed and up-to-date parental consent form.

It is the parent/carer's responsibility to ensure that we are supplied with medication to be administered whilst at school. We will inform you when our stock is running low or has expired.

We only stock paracetamol and Ibuprofen, which we are able to administer **once** during a 24 hour period if required for pain or a high temperature (fever), as long as we have your consent to do so.

We cannot administer any over the counter medication or herbal remedies. All medication, including creams etc., must be prescribed for the nursing team to be able to administer them.

## Special School Nursing Team Contact Details

- ◆ **Amwell View School** ☎ 01920 870027  
Email: [amwellnurses.enh-tr@nhs.net](mailto:amwellnurses.enh-tr@nhs.net)
- ◆ **Greenside School** ☎ 01438 315356  
Email: [greensidenurses.enh-tr@nhs.net](mailto:greensidenurses.enh-tr@nhs.net)

The telephone numbers above are for the main school office, please ask to speak to a member of staff on the nursing team.

Both Lakeside and Lonsdale School have a direct telephone line to the nursing team:

- ◆ **Lakeside School** ☎ 01707 327410  
Email: [lakesidenurses.enh-tr@nhs.net](mailto:lakesidenurses.enh-tr@nhs.net)
- ◆ **Lonsdale School** ☎ 01438 318551  
Email: [lonsdalenurses.enh-tr@nhs.net](mailto:lonsdalenurses.enh-tr@nhs.net)

Please leave a message if we are unable to answer your call. The answerphone is checked regularly and we will return your call as soon as we can.

### Please note:

### Email is for non-urgent correspondence only.

The nurse will aim to check the emails at the end of each working day.

[www.enherts-tr.nhs.uk](http://www.enherts-tr.nhs.uk)

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You can request this information in a different format or another language.

## Special School Nursing Team



## Information for parents and carers



## Our Team Philosophy

To compassionately and effectively support children and young people's health and medical needs whilst they attend special needs schools in East and North Hertfordshire.

## The Special School Nursing Service

We are an NHS nurse-led service that supports children and young people aged between 3-19 years old who attend one of the four special schools in our area:

**Amwell View School**

**Greenside School**

**Lakeside School**

**Lonsdale School**

**We are available during term time only  
Monday to Friday, 9am to 4pm**

Each school has a Nurse Team Leader with a regular nursing team that have experience of caring for children and young people with complex health needs. There are occasions when any one of our team may work at one of the other schools.

## Who are the team?

- We are a team of paediatric, learning disability and adult nurses with experience of caring for children and young people with complex health needs.
- We have a team administrator who works with the teams across all of the schools.
- There is a clinical support worker who is based specifically at Lonsdale School to provide enteral feeding care to pupils.
- Student nurses also work with us on a regular basis.

## What does the team do?

The Special School Nursing Team support children and young people's healthcare needs in the special school setting to enable them to access the curriculum. We do this through direct nursing care and provide training and support to educational and care staff to help them meet the needs of the pupils.

Our team provide family support and promote the health and wellbeing of those children and young people in our care. We aim to meet with all new parents and carers to complete a holistic nursing assessment and to plan how to meet a pupil's health/medical needs.

We work in partnership with the multidisciplinary team (community paediatrician, physiotherapist, speech therapists and any other professionals involved in the child's care) to co-ordinate healthcare clinics held within the special school setting. This is to ensure that children and young people spend as little time as possible attending appointments outside school.

It is important for us to be able to share health information with the multidisciplinary team. We will ask for your permission to do this. All information shared will remain confidential.

## What does the service provide?

- **Direct Nursing Care** - This includes administering medication, feeds, height/weight monitoring, responding to pupils who are unwell and emergencies.
- **Clinics** - A paediatrician visits each school once a week or fortnightly, in the morning, to carry out medical reviews every 12-24 months. Epilepsy clinics, dietician and ophthalmology clinics are also held at some schools.
- **Continence advice** including resizing for pads.
- **Training and support for educational staff** to meet pupils' health needs.
- **Special needs dental referrals.** Some dental screening clinics are provided in schools.
- **On-going nursing assessment** - the development and maintaining of pupil care plans around specific health needs.
- **Contributes to Education Health Care Plan (EHCP)**
- **Health promotion**
- **Safeguarding**
- **Family support**
- **Facilitates immunisations**