



Medical Needs Policy

We have referred to Department of Education (DfE) recommendations:

Ensuring a good education for children who cannot attend school because of health needs – Statutory guidance for local authorities (January 2013)

Supporting pupils at school with medical conditions – Statutory guidance for governing bodies of maintained schools and proprietors of academies in England (September 2014)

The Federation of Heavers Farm and Selsdon Primary Schools is committed to equal opportunities for all members of its wide community including its employees regardless of whether or not they have a physical, mental or sensory impairment. The school undertakes disability audits, which outline steps to make it more accessible and Disability Discrimination Act 1995 (DDA) compliant.

Children and young people with temporary or recurring medical or mental health needs are valued as full and participating members of the school community. In September 2014 a new duty was introduced for governing bodies to make arrangements to support pupils at school with medical conditions, in terms of both physical and mental health, to enable them to play a full and active role in school life, remain healthy and achieve their academic potential.

The school's co-ordinator for children with medical needs will have overall responsibility for ensuring that this, and other policies and procedures, are regularly reviewed and fully implemented.

At our schools, the co-ordinators for pupils with medical needs are:

- Rob Harnett (Heavers Farm Primary School)
- Hugo Feitor (Selsdon Primary School)

Procedure to be followed when notification is received that a pupil has a medical condition.

1. Child is diagnosed or a new child to attend school
2. Parent or healthcare professional informs the school
3. The Head of School co-ordinates a meeting to agree to an Individual Healthcare Plan (IHCP) or delegates this to a senior member of staff named in the Medical Needs Policy.



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4. Meeting is held to agree IHCP to include child, parent, specialist nurse and GP/Paediatrician (where available, if not letter from GP/consultant), and key school staff.
5. Develop IHCP and agree who writes it
6. School staff training needs identified
7. Specialist nurse/school nurse delivers training and staff signed off as competent
8. IHCP implemented and circulated to relevant staff
9. IHCP reviewed annually or when condition changes, parent or healthcare professional to initiate.

Individual healthcare plans

Individual healthcare plans (IHCP) can help to ensure that schools effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. They are likely to be helpful in the majority of cases, and especially for long-term and complex medical conditions, although not all children will require one.

At our schools the individual(s) responsible for drawing up IHCPs will be Rob Harnett (Heavers Farm Primary School) and Hugo Feitor (Selsdon Primary School)

Plans will be reviewed at least annually or earlier if the child's needs change. They will be developed in the context of assessing and managing risks to the child's education, health and social well-being and to minimise disruption. Where the child has a special educational need, the individual healthcare plan will be linked to the child's statement or EHC plan where they have one.

When drawing up an IHCP the following will be considered:

- The medical condition, its triggers, signs, symptoms and treatments;
- The pupil's resulting needs, including medication (its side-effects and its storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons;
- Specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- The level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their own medication, this should be clearly stated with appropriate arrangements for monitoring;
- Who will provide this support, their training needs, expectations of their role, cover arrangements for when they are unavailable and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional;



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- Who in the school needs to be aware of the child's condition and the support required
- Written permission from parents and the head teacher at your school for medication to be administered by a member of staff, or self-administered by individual pupils during school hours;
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate e.g. risk assessments;
- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition
- What to do in an emergency, including whom to contact, and contingency arrangements. Other pupils in the school should know what to do, such as informing a teacher immediately if they think help is needed. If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

In the event of an emergency, the ambulance (or other emergency service) should be directed to:

Heavers Farm Primary School, Dinsdale Gardens, South Norwood, SE25 6LT
Selsdon Primary School, Addington Road, South Croydon, CR2 8LQ

Collaborative working arrangements

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Partnership working between school staff, healthcare professionals, and where appropriate, social care professionals, local authorities and parents and pupils is critical.

The Governing body will:

- Ensure that arrangements are in place to support pupils with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child. No child with a medical condition will be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made;
- Take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. They will often be long-term, on-going and complex and some will be more obvious than others. The governing body will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life;
- Ensure that their arrangements give parents confidence in the school's ability to support their child's medical needs effectively. The arrangements will show an understanding of how medical conditions impact on a child's ability to learn,



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increase their confidence and promote self-care. in line with their safeguarding duties, not place other pupils at risk or accept a child in school where it would be detrimental to the child and others to do so;

- Governing bodies should ensure that written records are kept of all medicines administered to children.

The Head teacher will:

- Head teachers have overall responsibility for the development of individual healthcare plans.
- Ensure that policies are developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation;
- Ensure that all staff who need to know are aware of the child's condition;
- Ensure that sufficient trained staff is available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose;
- Contact the school nursing service (mainstream schools) or special school nursing service (special schools) in the case of any child who has a medical condition that may require support at school but who has not yet been brought to the attention of the school nurse;
- Make sure that the school is appropriately insured and that staff are aware that they are insured to support pupils in this way.

The schools are insured by Zurich Municipal
(as arranged by Croydon Council)



School staff:

- Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- All staff will have received suitable training, and their competency will be assured, before they take on responsibility to support children with medical conditions.
- Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Pupils will:

- Often be best placed to provide information about how their medical condition affects them. They will be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures. Wherever possible, children will be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication, quickly and easily. Children who can take their medicines themselves or manage procedures may require a level of supervision.

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases notify the school that their child has a medical condition. They will also be involved in the development and review of their child's individual healthcare plan. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

School nursing service or other qualified healthcare professionals will:

- Notify the school when a child has been identified as having a medical condition that will require support in school. Wherever possible, they will do this before the child starts at the school.
- The school nursing service would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but can support staff on implementing a child's individual healthcare plan (if required) and provide advice and liaison
- The school nursing service is able to provide training to school staff to administer the following medications:
 - Epipen (for allergies)
 - Buccal Midazolam (for epilepsy)
 - Inhalers (for asthma)



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- The school nursing service has a duty phone number for enquiries relating to training or health care plans and can be contacted on **020 8274 6300**

At these schools, the allocated school nurse/qualified healthcare professional is:

Heavers Farm Primary School

Croydon Community Health Services,
Lennard Road
12-18 Lennard Road
Croydon CR9 2RS
Tel: **02082746391**
Email: **ch-tr-northschoolnurses@nhs.net**

Selston Primary School

Croydon Community Health Services,
Lennard Road
12-18 Lennard Road
Croydon CR9 2RS
Tel: **02082746391**
Email: **ch-tr-northschoolnurses@nhs.net**

GPs, paediatricians and other healthcare professionals will:

- Notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- They may provide advice on developing healthcare plans.
- Specialist local health teams may be able to provide support in schools for children with particular conditions (e.g. asthma, diabetes, epilepsy or other health needs as appropriate).

Local authorities will:

- Promote cooperation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and the NHS England, with a view to improving the well-being of children so far as relating to their physical and mental health, and their education, training and recreation;
- Provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively;
- Work with schools to support pupils with medical conditions to attend full time. Where pupils would not receive a suitable education in a mainstream school because of their health needs then the local authority has a duty to make other arrangements.

Providers of health services will:

- Co-operate with schools that are supporting children with a medical condition, including appropriate communication, liaison with school nurses, and participation in locally developed outreach and training.



Clinical commissioning groups will:

- Ensure that commissioning is responsive to children's needs, and that health services are able to co-operate with schools supporting children with medical conditions.

Staff training and support

When a pupil has been identified as having specific medical needs the Coordinator for medical needs will contact the School Nursing service in order to request training for staff. The training will be reviewed on an annual basis by the coordinator; this review will take place at the same time as the Individual Health Care Plan. The coordinator will also ensure that all staff working with the pupil (including office staff) are aware of any relevant issues. Staff should not give prescription medicines or undertake health care procedures without training from a healthcare professional.

Day trips, residential visits and sporting activities

Reasonable adjustments will be made to encourage pupils with medical conditions to participate in school trips and visits, or in sporting activities. Teachers will be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities. The schools will make arrangements for the inclusion of pupils in such activities unless evidence from a clinician such as a GP or consultant states that this is not possible.

Home to school transport for pupils requiring special arrangements

Parents and carers are responsible for bringing to and collecting their children from school. If the pupil has a medical need that requires the parent/carer to bring them to school via a car, access will be given for the car to enter the school grounds and a disabled car park space is available for use. Pupils may be eligible for school transport and parents are able to apply for this via Croydon Council's website. In a medical emergency, parents will be informed by telephone and an ambulance will be called if necessary.

Supporting pupils through periods of absence from school

For some pupils, their health condition will require them to have an extended period of time out of school. The school will do all that it can to ensure that such children are supported through their period of absence from school and sensitively re-integrated once they are well enough to attend.

The school's co-ordinator for children with medical needs will take an active and continuing role in their educational, social and emotional progress. The school will at all times aim to



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work in partnership with parents to ensure the best possible outcomes and a return to school as soon as possible.

Where a child's health condition requires an extended period of absence from school, the school may need to seek the assistance of the Springboard Service. Staff at the service, including hospital tutors, will support pupils who are temporarily unable to attend classes on a full time basis. These pupils may be:

- (a) Children who have been deemed by a medical practitioner as being too ill to attend the school for more than 15 days or who have conditions which lead to recurrent absences from school which becomes significant in the longer term.
- (b) Pupils with mental health problems who are unable to attend school.

Some children with medical conditions may be disabled. Where this is the case the governing body will comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and a statement, or Education, Health and Care (EHC) plan, which brings together health and social care needs, as well as their special educational provision.

The aim of Springboard will be to support the school in its work to reintegrate pupils into full time education at the earliest possible opportunity. In the greatest number of cases this means a return to mainstream education.

The school will continue to maintain a contact with a pupil who is unwell and not attending and will contribute to their academic and reintegration plans in order that they may enjoy a continuous level of education and support from the school during their period of absence. This may include providing to Springboard relevant information about the child, helping to maintain contact with parents, assisting with and guiding the work of the child, supporting the process of achieving public examinations or taking part in National Curriculum tests and providing emotional support at the level of teacher and peer involvement. The school will do all that it can to maintain links with appropriate agencies including Springboard, the Educational Welfare Service, and the Educational Psychology Service. Reintegration back into school will be properly supported so that children with medical conditions fully engage with learning and do not fall behind when they are unable to attend.

Finally, the school will do all that it can to fully implement Croydon's policy on the education of children and young people with medical needs.

Managing medicines on school premises

- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- The parent must complete a Parental agreement for setting to administer medicine form to inform staff of the dosage and timing of the medicine.
- Parents are responsible for supplying information about medicines that their child needs to take to school and let the school know of any changes to the prescription or the support needed.



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- If the child refuses to take the medication, school staff should not force them to do so. The school must inform the child's parents as a matter of urgency. If necessary the school should call the emergency services.
- No child under 16 should be given prescription or non-prescription medicines without their parent's written consent - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents (It is good practice for professionals to follow the criteria commonly known as the Fraser guidelines). In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality;
- If a member of staff finds a pupil with medicine that the school has not been informed about, they should bring the item to the Coordinator and/or Leadership Team for investigation.
- No child under 16 will be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed;
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours;
- The school will only accept prescribed medicines that are in-date, labelled (with the child's name and instructions for administration, dosage and storage) and provided in the original container as dispensed by a pharmacist. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container;
- All medicines will be stored safely. Some medicine may need to be refrigerated; medicines can be kept in a refrigerator containing food but should be kept in an airtight container and clearly labelled.
- Children will know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens will be readily available to children and not locked away;
- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence;
- The school will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted; and if medication is for any reason not given a record must be kept and the parent informed;
- A record of all allergies of the child must be maintained and cascaded to classroom staff;
- When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps.



Safety Management

Some medicines may be harmful to anyone for whom they are not prescribed. Where a school agrees to administer this type of medicine the Head of School has a duty to ensure that the risks to the health of others are properly controlled. This duty derives from the Control of Substances Hazardous to Health Regulations, 1994 (COSHH).

First Aid and Dealing with Unwell Children Procedures

The following members of staff hold a "First Aid at Work" certificate, which provides detailed training in the recognition and treatment of medical conditions and emergencies. This training is to be reviewed annually plus attend a re-assessment course every three years. Some members of staff also have additional paediatric training.

Heavers Farm Primary School		Selsdon Primary School	
Cleo Douglas	Stephanie Reid	Hugo Feitor	Aiysha Cork
Tina Marola	Clement Burrows	Elaine Cauthery	Elaine Waddington
Lakmini Ulluwis Hewa	Helen Rowle	Janet Simms	Crystal Attwood
Caroline Kelly	Natasha Hill	Cheryl Biggs	Julia Blackman
Jake Marzetti	Julia Williamson	Alia Masood	Jan Proctor
Sarah Kanaka	Irene Odei	Julie Webb	Kay Bunsell
Kershane Samuels	Simon Jackson	Sam Smith	Denise Miller
Dwayne Murphy-Hill	Becky Stockwell	Michelle Torgeson	Donna Mullings
Bibi Sheerkhan	Cheryl Lemard		
Shereen Allwood	Nicola Peel		

During lessons and playtimes staff are responsible for basic first aid (for example: cuts and bruises). During lunchtime, the lunchtime supervisors are responsible for basic first aid for any and all of the children. A class first aid bag is available for each class, containing plasters, antiseptic wipes, ice packs, etc. as well as parental advice slips. Staff are responsible for restocking the bags, stock can be taken from the many first aid boxes around the school.

Staff will act as a responsible parent would when caring for unwell children and will deal with situations such as:

- Falling over (cuts/bruises)
- Nose bleeds
- Vomiting
- Diarrhoea
- Temperature
- Headache

A note must be taken of any treatment given to children at school, no matter how minor and record books retained in the class first aid bag. The form should be filled out in pen (not pencil). The class teacher must be given a copy of the parent advise slip so that when the class is



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dismissed the teacher is able to tell the parent that there has been an incident and ensure that the parent receives the note

Instances when a First Aid Trained Member of Staff becomes involved

The following list is a guide only; help should always be sought for:

- An unconscious casualty
- Anyone with breathing difficulties
- Any serious head bump, eye or facial injury
- Anyone who has fainted or had a seizure
- Any burn or scald
- If a graze, laceration or wound is deep
- Any child who has a known medical need
- A child in serious pain or physical discomfort subsequent to an injury or fall
- Any child who has eaten a food that they are allergic to or who is suspected to have ingested something that may be poisonous
- When there is a suspected serious injury, for example, a fracture or sprain

Any action taken by the trained First Aiders will be recorded in the "Medical Book" and they will issue a parental advice slip (from the classroom First Aid Bag) and either:

- Take the decision to send the child home (perhaps with the assistance of the admin staff)
- Accompany the child back to class to advise classroom staff to monitor the child and ensure that the parent or carer is advised of the event (especially in the case of a head bump)
- Send the child back to class independently
- Have the child removed to hospital

A fully stocked medical cabinet is available in the school office. The admin staff will be responsible for ensuring that:

- First Aid boxes in year groups have various sizes of plasters, antiseptic wipes and gloves so that staff can easily restock their bags
- Maintain the First Aid Cupboard in the office which must contain the following items as a minimum:

Individual wrapped sterile dressings x 20 Sterile Eye Pads with attachment x 2 Triangular bandages x 4

Safety pins x 6

Medium sterile wrapped wound dressings (12 x 12cm) x 6 Large sterile wrapped wound dressings (18 x 18cm) x 2 Disposable gloves

Cleansing wipes

Parental advice slips and head injury advice slips Class lists of children with medical conditions/allergies No tablets or medication is to be kept in this cupboard

- During lesson times and throughout the day, cool packs can be found in the freezer outside the IT/Site Managers office.



First Aid on Trips Out of School

First aid backpacks must always be taken on a school trip and a trained First Aider must accompany each class. The bags will contain medical items below:

Individual wrapped sterile dressings x 6

Sterile Eye Pads with attachment x 2

Triangular bandages x 2

Safety pins x 2

Large sterile wrapped wound dressings (18 x 18cm) x 1 Disposable gloves

Cleansing wipes

Parental advice slips and head injury advice slips

Fresh water and a few small beakers (e.g. for eye wash or to wash out a child's mouth)

Class lists of children with medical conditions/allergies Copies of IHCP and medication for named children

The Admin Officers will be responsible for ensuring that these are well stocked and doe passing them to the teaching assistant/teacher accompanying them and for ensuring the bag contains an up to date class list detailing children with medical conditions/allergies or needing medication and for adding any particular child's medication to the bag.

Hygiene/Infection Control

All staff must be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures. When bodily fluids are emitted, the Site Manager must be notified in order to provide appropriate materials to clean up the fluids,

If the Site Manager is off site, the materials are available in his room and the key is in the office. Staff must wear disposable gloves and take care when dealing with spillages of blood or other bodily fluids or disposing of dressings or equipment. Any contaminated items should be disposed of in a nappy bag and then placed in the clinical waste bin, which is currently in the reception toilet. It is also vitally important to keep other pupils away from bodily fluids. Further guidance is available from the DfE publication HIV and Aids: A Guide for the Education Service.

Liability and indemnity

The governing body will:

- Ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.
- Proprietors of academies should ensure that either the appropriate level of insurance is in place or that the academy is a member of the Department for Education's Risk Protection Arrangements (RPA), a scheme provided specifically for academies. It is important that the school policy sets out the details of the school's insurance arrangements which cover staff providing support to pupils with medical conditions.



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Insurance policies should be accessible to staff providing such support.

- Insurance policies should provide liability cover relating to the administration of medication, but individual cover may need to be arranged for any healthcare procedures. The level and ambit of cover required must be ascertained directly from the relevant insurers. Any requirements of the insurance, such as the need for staff to be trained, should be made clear and complied with.
- In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.

Unacceptable practice

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents;
- send children with medical conditions home frequently or prevent them from staying for normal school activities including lunch;
- if the child becomes ill, send them to the school office or medical room unaccompanied ;
- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs;

prevent or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. requiring parents to accompany the child.

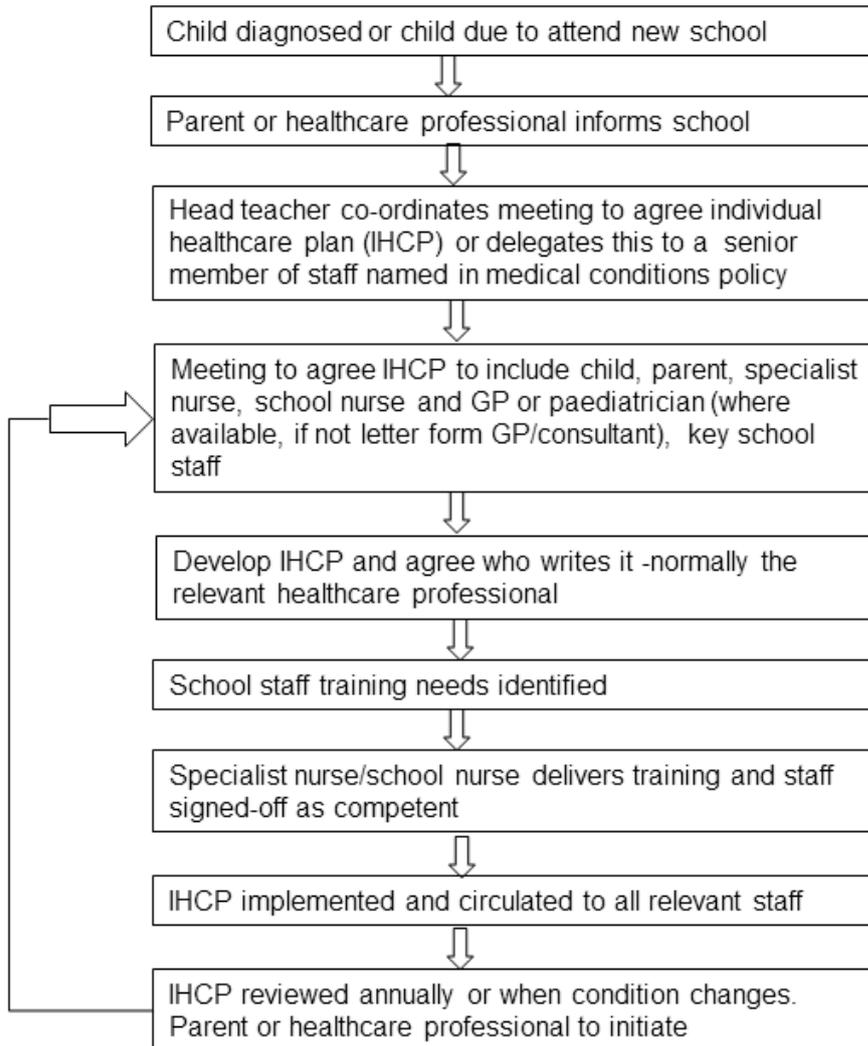
Complaints

Should parents be dissatisfied with the support provided to their child they should discuss their concerns directly with the school. If for whatever reason this doesn't resolve the issue, they may make a formal complaint via the school's complaints procedure. The school's complaint procedure can be viewed on the School's web-site under school policies and forms section.

This policy will be reviewed regularly and will be accessible to parents/carers via the school's blog and a paper copy can be made available via the school office.

Date ratified by the governing body: September 2017

Date of next review: September 2018 (annually)



Annex A: model process for developing individual healthcare plans



Individual Health Care Plan

Child's name	
Class	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school?

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs.

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to



Parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____



Record of medicine administered to an individual child

Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			



C: Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			



Staff training record – administration of medicines

Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that[name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated for [Name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____



Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

