

Stockton Wood Community Primary School



'Laying the Foundations for Life'

Supporting Children and Young People with Medical Conditions 2019 - 20

Review Date: September 2021



Stockton Wood Community Primary School

Head teacher – Mrs. S. Price

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Compliance

This policy complied using recommended government documents and Acts, these include:

with statutory requirements laid out in the Special Educational Needs and Disability (SEND) Code of Practice 0-25 (2015) and has been written in reference to the following guidance and documents:

- Statutory Guidance-Supporting pupils at school with medical conditions- (2015).
- Special Educational Needs Code of Practice (2015).
- Special Educational Needs and Disability Regulations (2014).
- The Children's and Families Act (2014).
- Equality Act 2010.
- Health and Safety: advice for schools (2014)
- The management of Health and Safety at work regulations (1999)
- Education Act (1996)
- Health and Safety at work Act (1974)
- Medicines Act (1968)
- Local Authority national and local guidance.

Safeguarding Legislation

- Children's Act 1989 Section 3 and Section 17
- Children's Act 2004 Section 10
- Education Act 2010 Section 21 and Section 176
- Equality Act 2010
- The NHS Act 2006 Section 3

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions](#).

Aims

The school is an inclusive community that aims to support and welcome all children and young people, including those with medical conditions. The school will:

- ensure all pupils and staff are health and safe.
- ensure that pupils, staff and parents understand how Stockton Wood will support pupils with medical conditions.
- ensure all staff understand their duty of care to safeguard pupils in all aspects of their needs and within the event of an emergency and receive regular training to do so.
- ensure pupils with medical conditions experience a broad and balanced curriculum and access the same education as other pupils, including school residentials, trips and sport activities.
- ensure school staff are aware of a pupil's medical condition and are suitably trained (as appropriate) to follow medical procedures during an emergency.
- implement and review individual Healthcare Plans.
- ensure parents and children feel secure and confident in the school's ability to care for and support their individual medical needs.
- support pupils to make a positive contribution and encourage those with medical needs to take control of their condition.
- support the transportation of pupils with medical conditions.
- ensure staff understand common medical conditions (*including: Asthma, Epilepsy, Diabetes and Anaphylaxis*) that affect children in school and know that certain medical conditions can be potentially life threatening.
- ensure that the school understands the importance of medication being taken as prescribed.
- ensure the governing body understand that it has a responsibility to make arrangements for supporting pupils with medical conditions, including those who currently attend and to those who may attend in the future.

The schools Governing body will be responsible ensuring this policy is fully implemented and monitored regularly.

<http://stocktonwoodprimary.co.uk/community/governors/>

Definitions of Medical Conditions

Pupils' medical needs are broadly summarised as being two types:

- **Short-term** affecting their participation in educational activities due to a course of medication.
- **Long-term** which can potentially limit their access to education and require additional care and support.

Roles and Responsibilities

The school's Governing Body has the responsibility to:

- uphold the Equality Act 2010 and make any reasonable adjustments using recommendations and recent local and/or national guidance and legislation.
- ensure arrangements are in place to support pupils with medical conditions.
- ensure equality of opportunity, experience and enjoyment within the curriculum as all other children.
- consider that many medical conditions that require support at school will affect quality of life and may be life-threatening and therefore focuses on the needs of the individual child.
- be aware that in some cases a flexible approach to managing needs may be required, for example, programmes of study that rely on part-time attendance in combination with alternative provision.

- consider how a pupil will be reintegrated back into school after a period of absence.
- consider that pupils with medical conditions are entitled to full-time education and should not be denied admission, however, in line with Safeguarding duties ensure that no pupils' health is put at unnecessary risk.
- ensure the Supporting Medical Conditions in School Policy is effectively implemented, monitored and evaluated.
- ensure the policy is updated in line with the school's policy review timeline.
- ensure all parents are fully aware and understand their responsibilities within the policy.

The school's Head teacher has the responsibility to:

- over-see the day-to-day operation of the policy ensuring procedures are rigorous and practice remains in line with policy aims.
- liaise between key stakeholders, including: parents, children, SENCo, pastoral support, teaching assistants, school nurse, governors, the school health service, the Local Authority and local emergency care services. The Head teacher can also request advice and guidance from when necessary.
- ensure the information held by the school is accurate and up-to-date.
- ensure rigorous systems are in place to share information, including those detailed on a pupil's Healthcare Plan.
- ensure the pupil's Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent to the hospital as soon as possible.
- ensure a pupil's confidentiality.
- assess quality assured training and support the professional development of all staff to secure their knowledge and understanding around common medical conditions.
- complete the induction for newly qualified staff and ensure visiting teachers know the objectives of the medical conditions policy.
- ensure staff absence and sickness is accounted for if the named member of staff works directly with a pupil with serious medical condition.
- have joint responsibility for the safe travel of the pupil onsite and during educational trips (in partnership with the parent).
- delegate members of staff to check the expiry date of medicines kept at school.
- update and maintain the school medical register.
- ensure actions during a medical emergency are displayed in prominent locations for all staff including the school reception, classrooms, kitchens and the staffroom.
- monitor and review the policy annually ensuring collaboration with the school management team, SENCo, parents, Healthcare professionals and children.
- review and update the policy using recommendations and recent local and/or national guidance and legislation.
- report to governors about the implementation of the policy.
- recruit staff (as appropriate) to deliver against Individual Health Plans and make sure all staff are appropriately insured.

The Special Educational Needs Co-ordinator has the responsibility to:

- support the monitoring, review and evaluation of the school's medical condition policy.

- know which children have medical conditions and which have special educational needs because of their condition.
- ensure if a pupil has an Education Health and Care Plan their medical conditions are linked and become part of this statutory document.
- be the key professional or liaise with other staff to ensure children with medical conditions continue to make expected progress.
- ensure teachers make the necessary arrangements and/or act upon external agency recommendations to make reasonable adjustments if a pupil needs special consideration or access arrangements during assessment tasks.
- ensure own knowledge and understanding about serious (common) medical conditions is secure.

First Aiders at the school have the responsibility to:

- provide immediate care during an emergency, giving help to casualties with common injuries or illnesses.
- ensure that an ambulance or other professional medical help is called (when necessary).
- record injuries following school procedures, ensuring class teachers are informed of the injury and provided a copy of the information to give to parents.
- record when a child has taken their inhaler during the school day and provide a copy to parents.
- accompany class teachers during an educational visit or residentials.

Stockton Wood's named first aiders are: Miss Sefton and Miss Smith and all Foundations Stage staff and teaching assistants have received paediatric first aid training.

The pastoral support staff at the school has the responsibility to:

- know which pupils have a medical condition and which have special educational needs because of their condition.
- monitor attendance and punctuality and consider additional support through planning with the SENCo.
- ensure all pupils with medical conditions are not excluded unnecessarily from activities or extra-curricular opportunities they wish to take part in.

Teachers and support staff have the responsibility to:

- understand the policy and how it impacts on a child's education.
- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency by receiving whole school awareness training.
- be aware of the most common (serious) medical conditions which they may come across when children are in their care.
- understand their duty of care to pupils in the event of an emergency. In an emergency situation staff are required; under common law, to act as a responsible parent. This may include administering medication.
- attend (as appropriate) training to ensure knowledge and understanding around common medical conditions is secure. Specific training can be provided for individual staff or whole school through professional development courses, school-based INSET or accessed via the Liverpool SEND Consortium.
- understand the common medical conditions and the impact it can have on child/young people.

- be aware that medical conditions can affect a pupil's learning and differentiate accordingly to provide additional support.
- know which pupils in their care have a medical condition and be familiar with the content of the Individual Healthcare Plan.
- ensure emergency medication is stored safely and can be accessed with ease.
- ensure inhalers are stored in a transparent box and clearly labelled within the classroom.
- maintain effective communication with parents and update records as appropriate, including the diary sheet for pupils who may also have special educational needs.
- inform parents/carers if their child has been unwell at school.
- ensure medication is available during outdoor activities and taken on educational visits.
- ensure all pupils with medical conditions are not excluded unnecessarily from educational and extracurricular activities.
- ensure pupils have the appropriate medication or food with them during physical education sessions or during any physical exercise activities.
- allow all child/young people to have immediate access to their emergency medication.
- be aware of child/young people with medical conditions who may be experiencing bullying or need extra social support.
- understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.

The school nurse and others from the local Health Community and services who work with the school has a responsibility to:

- co-operate with schools to support pupils with a medical condition.
- be aware of the needs and training the school staff need in managing the most common medical conditions at school.
- provide information about where the school can access other specialist training or provide training if this has been locally developed.

Other healthcare professionals, including GPs and pediatricians have responsibility to:

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

The parents of a child/young person at the school have a responsibility to:

- inform the school if their child has a medical condition.
- ensure the school has a complete and up-to-date Healthcare Plan for their child.
- inform the school about the medication their child requires during school hours. A parent can request and give signed consent for their child's medication to be administered in school.
- inform the school of any medication their child requires while taking part in educational visits or residential visits, especially when these include overnight stays.

- inform the school about any changes to their child's medication, what they take, when, and prescribed dosage.
 - inform the school of any changes to their child's condition.
 - ensure their child's medication and medical devices are labelled with their child's full name and date of birth and a spare is provided with the same information.
 - be responsible for providing new and in date medication throughout the academic year, especially at the start of a new year.
 - ensure that their child's medication is within expiry dates.
 - inform the school if your child is feeling unwell.
 - ensure their child catches up on any school work they have missed. The child's class teacher will provide guidance and suggest appropriate activities.
 - ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional and information that will require the school to support your child is passed on to them.
 - ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.
-

School's Emergency Procedures

Stockton Wood has a Health and Safety Policy that includes risk assessments and details of arrangements in place to deal with emergencies. All staff know what action to take in the event of a medical emergency. This includes:

- how to contact emergency services and what information to give in relation to Individual Healthcare Plans.
- who to contact within the school.

Action to take in a general medical emergency is displayed in:

- blue class information files.
- staff room
- classrooms
- kitchen
- office area
- SEN Support Plans
- blue pupil folders

If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the child knows. All pupils taken to hospital are transported using the emergency ambulance service.

Administration of Medicines (Appendix 1: Administration of Medication)

Stockton Wood follows Liverpool Local Authority guidance on the administration of medication at school and what is deemed as unacceptable practice.

General

- The school understands the importance of medication being taken as prescribed.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.
- All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff at this school.
- There are identified members of staff at this school who have been specifically contracted to administer medication and received the relevant and suitable training from healthcare professionals.
- If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to continue to provide this support.

For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils, but only with the written consent of their parent.

- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- Parents at this school understand that if their child's **medication changes or is discontinued**, or the dose or administration method changes, that they should notify the school immediately.
- If a pupil at this school **refuses their medication**, staff should not force them and record this and follow procedures set out in the Individual Healthcare Plan. Parents are informed as soon as possible.
- If a pupil **misuses medication**, either their own or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

Emergency

- All pupils with medical conditions has easy access to their medication.
- All pupils are encouraged to carry and administer their own emergency medication, only when their parents and health professionals determine they are able to begin taking responsibility.
- All pupils carry their medication with them at all times, except if they are controlled drugs as defined in the **Misuse of Drugs Act 1971**. This is also the arrangement on any off-site or residential visits.
- A pupil who does not carry and administer their own medication know where their medication is stored and how to access it.
- Pupils who do not carry and administer their own medication understand the arrangements for a member of staff (and the secondary member of staff) to assist in helping them take their medication safely.

Unacceptable Practice

The school uses its discretion and professional judgment on individual cases but it is not generally acceptable practice to:

- prevent a pupil from easily accessing their medication or inhalers when or where necessary.
- assume that every pupil with the same condition requires similar or the same support.
- ignore the views of the child and their parents
- send pupils home frequently or prevent them from staying for school activities.
- send a pupil unaccompanied to the school office or medical room if they become ill.

- penalise their attendance records if their absences are related to their medical condition e.g. hospital appointments.
 - prevent pupils from drinking, eating or taking toilet or other breaks in order to effectively manage their own medical condition.
 - require parents or make them feel obliged to attend school to administer medication or provide medical support.
 - prevent or create unnecessary barriers to children participating in any aspect of their educational experience, this includes school visits, e.g. requiring the parents to accompany the child.
-

Record Keeping

Stockton Wood has clear guidance and record keeping procedures to ensure information about pupils' medical conditions are kept up-to-date.

- The school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication.
- Records include details of the supervising staff member, pupil full name, dose, date and time.
- As appropriate, records of staff medical conditions training, administration training and training delivered by a healthcare professional are kept. This includes induction and training delivered to all new staff.

Administration Forms

Parents at this school are asked if their child has any health conditions or health issues on the admission form, which is filled out at the **start of each school year**. Parents of new pupils starting at other times during the year are also asked to provide this information on admission forms.

Transitional Arrangements

Arrangements should be in place between schools and arrangements should be in place for the start of the relevant school term.

School is not required to wait for a formal diagnosis before providing support but does require the parent to share all information relating to their child's medical needs. This should be later supported with information provided by healthcare professionals.

School Medical Register

Individual Healthcare Plans are one document that is used to create a **Medical register** of pupils with medical needs, not all pupils with medical conditions will need an individual plan. Administration staff, Head teacher, Learning Mentor and PSHE Co-ordinator have responsibility for the medical register at school.

The identified members of staff have responsibility for the medical register and follows up with the parents any further details on a pupils Individual Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

Individual Healthcare Plans

An individual Healthcare plan may be initiated by SENCo with the plan being drawn up with the input of healthcare professionals, school nurse, parents and the child.

As a sign of good practice, the school will use Individual Healthcare Plans to record important details about pupil's

- **medical needs at school;**
- **their triggers;**
- **signs;**
- **symptoms;**
- **medication** and other treatments and

used to identify the level support they need. Further documentation can be attached to the Individual Healthcare Plan if required e.g. dietary requirements.

The level of detail within the Individual Healthcare Plan will depend on the complexity of the condition and the degree of support needed.

An Individual Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition. This is sent:

- at the start of the school year
- at admission
- when a diagnosis is first communicated to the school.

If a child/young person has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete.

Ongoing communication and review of the Individual Healthcare Plan

- Parents at this school are regularly reminded to update their child's Individual Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication, treatments or conditions change.
- Staff at this school use opportunities to invite parents to review and check that information held by the school on a child/young person's condition is accurate and up to date.
- Every pupil with an Individual Healthcare Plan at this school has their plan discussed and reviewed **at least once a year**.
- Where the pupil has SEND, the Individual Healthcare Plan should be as part of the graduated approach of **Assess, Plan, Do, Review** and/or linked to or become part of their statement or Education Health and Care Plan if they have one.

Storage and access to Individual Healthcare Plans

The school ensures that all staff protect confidentiality. Individual Healthcare Plans are kept in:

- blue class information files.
- staff room
- classrooms
- kitchen
- office area
- SEN Support Plans

- blue pupil folders

Copies are updated at the same time as the central copy.

- All members of staff who work with groups of pupils will access the Individual Healthcare Plans to provide support with their planning of teaching and learning.
- When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Individual Healthcare Plans of children/young people in their care.
- The school seeks permission from parents to allow the Individual Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Individual Healthcare Plan.

Use of an Individual Healthcare Plan

Individual Healthcare Plans are used by the school to:

- inform the appropriate staff and visiting teachers about the individual needs of pupils with a medical condition in their care
- remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. The school uses this information to help reduce the impact of common triggers.
- ensure that all medication stored at school is within the expiry date.
- ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency.
- remind parents of a pupil with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Consent to Administer Medicines

- If a pupil **requires regular prescribed** or non-prescribed medication at school, parents are asked to provide consent on their child's Individual Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for pupils taking short courses of medication.
- All parents of pupils with a medical condition who may require medication in an emergency are asked to **provide consent** on the Individual Healthcare Plan for staff to administer medication.
- If a pupil requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the Individual Healthcare Plan. The school and parents keep a copy of this agreement.

Residential Visits, Off-Site Trips & Sport Competitions

Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the child's

current condition and their overall health to ensure to staff are provided with the information need to help the pupil manage their conditions. This includes information about medication not normally taken during school hours.

When attending a residential visit or off-site activity (including sporting events) the lead staff member will have copies of all visit paperwork including risk assessments for pupils where medication is required. **A copy of the Individual Healthcare Plan's will accompany the pupils if necessary** and reference should be made to any medical conditions in the planning and risk assessment prior to the visit taking place.

All parents of pupil with a medical condition attending an off-site activity or overnight residential are asked for written consent, giving staff permission to administer medication if required and an individual Healthcare plan has not been drawn up. The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to staff to help the pupil manage their condition while they are away

Storage and Handling of Medication

All pupil medication is clearly labelled with:

- Pupil's full name.
- Pupil's date of birth.
- Name of the medication.
- Prescribers instructions for administration (dose and frequency of medication)
- Expiry date.

Safe Storage - Emergency Medication

- Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- Some pupils at school will carry at all times and are reminded of their emergency medication. Pupils keep their own emergency medication securely.
- Where the pupil's healthcare professional advises that they are not yet able or old enough to self-manage and carry their own emergency medication, they know exactly where to access their emergency medication and which member of staff they see.

Safe Storage - General Medication

- There is an identified member of staff who ensures the correct storage of medication at school.
- All controlled drugs are kept in a locked cupboard and only named staff have access, even if the pupil normally administers medication themselves. **Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens should be always readily available to children and not locked away.**
- **It is the parent's responsibility** to ensure new and in date medication comes into school on the first day of the new academic year.

- **Three times a year** the identified member of staff checks the expiry dates for all medication stored at school.
- The identified member of staff, along with the parents of pupil with medical conditions, will ensure that all emergency and non-emergency medication brought in to school is clearly labeled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves.
- All medication is supplied and stored in its original containers/packages. **All medication is labelled with the pupil's name, date of birth, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.**
- Medication will be stored in accordance with instructions, paying particular note to temperature.
- Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area that is only accessible to staff.
- All medication is sent home with pupils at the end of the school year.
- **Medication is not stored in summer holidays.**

Safe disposal

- Parents will be asked to collect out-of-date medication.
- If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- A named member of staff is responsible for checking the dates of medication will arrange for the disposal of any that have expired.
- Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or pediatrician on prescription. All sharps boxes in school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis. Arrangements should be made for their safe disposal.
- If a sharps box is needed on an off-site or residential visit a named member of staff is responsible for its safe storage and return it to school or the pupil's parent.

Reviewing the Policy

The policy is reviewed, evaluated and updated annually in line with the school's policy review timeline and receives a full consultation with the Governing Body.

Any new government guidance is actively sought and fed into the review, guidance will be provided by Local Authority Officers.

When evaluating the policy, the school seeks feedback and further consultation on the effectiveness and acceptability of the medical conditions policy with support from:

- Pupils
- Parents
- School nurse and/or school healthcare professionals
- Head teacher
- Teachers
- Special Educational Needs Coordinator
- Pastoral support staff
- First aiders
- Local emergency care service staff (including accident & emergency and ambulance staff)
- Local health professionals

- School governors

All key stakeholders should be consulted in two phases:

- initial consultation during development of the policy.
- comments on a draft policy before publication and implementation.

The views of pupils with medical conditions are actively sought and considered central to the evaluation process.

Parents, school staff, governors, relevant local health staff and any other external professionals are informed and regularly reminded about the policy and how they impact on its implementation and review.

Complaints Procedure

If parents or carers have concerns about the support provided for their child's medical conditions, they should contact the school directly. The Head teacher will act accordingly and adhere to the complaint procedures set by the school.

Further Information & Guidance

<http://stocktonwoodprimary.co.uk/about/key-information/>



- <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>
 - <https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-schools>
 - <https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-schools>
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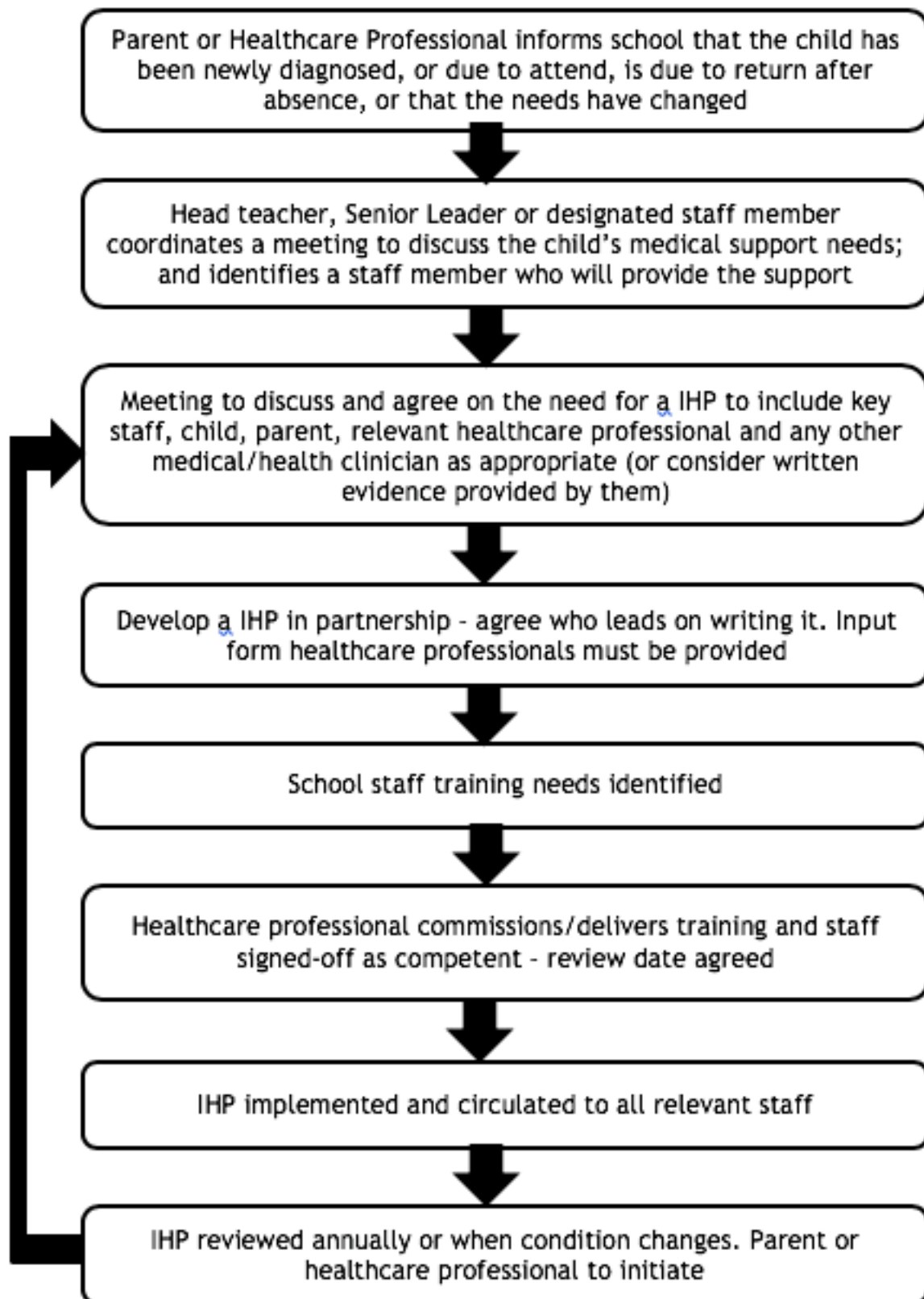
Date: 08.09.19

Agreed by: S.E.Price Head teacher

Review Date: September 2021



Model Process for developing the Individual Healthcare Plan



Model Individual Healthcare Plan

Name of school/setting

Child's name

Group/class/form

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

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

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 including Sporting Activities

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

Stockton Wood Primary School



'Laying the Foundations for Life'

PARENTAL AGREEMENT FOR SETTING TO ADMINISTER MEDICINE.

Please complete and sign this form to provide consent for the administration of medicine to your child. Stockton Wood Primary School's Medical Policy: Supporting Children & Young People with Medical Conditions in School clearly explains the role and responsibilities of parents/guardians to ensure their child is healthy and stays safe.

Date for review to be initiated by

--

Name of school

--

Name of child

--

Date of birth

--

Year /Class/ Teacher

--

Medical condition or illness

--

Medicine

Name/type of medicine
(as described on the container)

--

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

--

Telephone no.

--

Relationship to child

--

Address

--

I understand that I must deliver the medicine personally to

Stockton Wood

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

Signature(s) _____

Date_____

Appendix 1: Administration of Medication

Medication to be administered each day by Welfare Assistant Sam Fong at: **11.15am** and **1.30pm**

Parents must **complete form to indicate permission and required medication** and this should be forwarded to school office.

Details of required dosage for each child to be filed in the 'day' file (medical cabinet).

Medication to be stored in **locked** medical cabinet.

All medication supplied should be stored in its original containers/packages.

All medication should be labelled with the pupil's name, date of birth, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

Medication should be stored in accordance with instructions, paying particular note to temperature.

Some medication for pupils may need to be refrigerated. All refrigerated medication must be stored in an airtight container and be clearly labelled.

Refrigerators used for the storage of medication should be in a secure area and only accessible to staff.

All medication should be sent home with pupils at the end of the school year.

Medication should not be stored in summer holidays.

Children requiring morning or afternoon medication should be collected at the appropriate time.

Prior to administration of medication **child must state full name and class.**

Administration of medication should be **supervised by second member of staff** and supervisor should sign medication record book.

Dosage administered should be recorded in the Medication record book.

Once course of medication has been completed child's medication document should be filed in Office Medication Record file held by Lesley Stevens Pupil Data Officer.

For pupils requiring administration of Paracetamol or Ibuprofen 'as needed', parents should be informed by completing 'Confirmation of Administration of Medication' form.