

Oakfield School

Medication

5a. Care of students who are unwell,
including daily attenders and boarders

5b. Managing Medication including
Home Remedies



To be Reviewed	July 2021
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Introduction

This policy has been written in accordance with the Department for Education Guidance, 'Supporting Pupils at School with Medical Conditions' December 2015, Guidance from the Royal Pharmaceutical (Handling Medicines in Social Care) and National Minimum Care Standards 3.6. This policy should also be read alongside the Special Educational Needs and Disability (SEND) Code of Practice.

Section 100 Children and Families Act 2014 placed a statutory duty on governing bodies of maintained schools, to make arrangements at school to support pupils with medical conditions. A child's mental and physical health should be properly supported in school, so that the pupil can play a full and active role in school life, remain healthy and achieve their academic potential.

Some children with medical conditions may be considered to be disabled under the definition set out in The Equality Act 2010. Where this is the case, governing bodies must comply with their duties under that Act.

5a Care of students who are unwell, including daily attenders and boarders

This plan includes:

- 🌳 **Procedure**
- 🌳 **Chronic Health Conditions**
- 🌳 **HIV/AIDs**
- 🌳 **Disabilities**
- 🌳 **Risk Assessments**
- 🌳 **Medication Care Plan**
- 🌳 **Medical Appointments**
- 🌳 **Visits to Minor Injuries and Accident and Emergency**
- 🌳 **The use of Home Remedies**

Procedure

If a child becomes ill when at school, they should be taken to the medical/first aid room to be assessed. If necessary, the parents may need to be contacted for them to go home and the necessary transport arrangements made. If the parents cannot be contacted the child should be made comfortable and appropriately supervised until the parents/carers are informed.

When a young person who is boarding is taken ill, they will initially be cared for in the residential house whilst a decision is made as to whether they can remain in school or whether

they need to return to the care of the parents/carers. Where this is necessary, arrangements need to be made and transport arranged.

If a child who boards becomes unwell during the night they will be supported by staff. If considered appropriate, parents/carers will be contacted in the morning, and arrangements will be made to transport the child home. If the condition is serious the parent/carer may need to be contacted during the night. If deemed necessary Senior on Duty staff will make a decision to call out of hour's service 111 or an ambulance.

When the child is admitted to Oakfield School consent forms are completed as part of the admission process for any First Aid treatment to be given. When First Aid is administered it is also important that the treatment is explained to the child and they co-operate with treatment.

Where a child has an accident or is injured at school the appropriate first aid treatment must be given and if necessary an ambulance called. Parents/carers must be notified at the earliest opportunity and advised of any subsequent actions taken. Depending on the nature of the incident the child may need to return home.

Chronic Health Conditions

Where a child has a chronic health/medical condition such as asthma, diabetes or epilepsy. A Health Care Plan will be created this Plan will reflect the child's medical needs and any Emergency procedures needed to be taken by the school in the event of a medical crisis. It may be necessary to take advice from the school nurse service and seek out additional training. Refer to next section for matters relating to management of medication.

HIV/AIDS

If Oakfield is informed that a young person has HIV/AIDS or is at risk due to a member of their family having contracted the condition, advice will be sought from the school nurse service and a risk assessment will be completed to identify what action, if any, needs to be taken. The information will be kept confidential unless there is an urgent necessity for other staff to know.

Disabilities

Our admissions policy does not discriminate against disabled pupils. Staff will seek specialist advice and undertake any necessary training to support the child. The assessment and admissions process will identify and additional resources that may be required to ensure successful integration into school life.

Risk Assessments

Any child whose permanent or temporary medical condition may cause them to be at risk in school must have this detailed on their risk assessment.

Which includes:

- 🌳 Identified risk
- 🌳 Risk management strategies
- 🌳 Level of risk prior to and after strategies are implemented
- 🌳 Identification of any risk that cannot be managed

Medication Care Plan

A medication care plan is to be completed for all pupils on medication including inhalers/epi pens.

A copy of the pupils individual Care Plan to be kept in the medical room residential house if appropriate.

Copies of medication care plan to be sent to any Alternative Learning Provision that a pupil may attend who is on medication, e.g. inhalers.

The plan will include:

- 🌳 Identification details
- 🌳 Diagnosis/treatment regime
- 🌳 Possible side effects
- 🌳 Action to be taken in an emergency
- 🌳 Contact details of relevant professionals e.g. GP, pharmacy, specialist
- 🌳 Any equipment or specific training required

Any child on medication has a clear plan – See Medication Care Plan in [Appendix 1](#).

Admissions Procedure for Pupils with Medical Needs/Conditions

Procedure to be followed when notification is received that a pupil has a medical condition or has been diagnosed with additional needs, requiring a identified programme of support.

During the admission process, a designated member of staff will visit parents/carers prior to admission. During this visit, various information/consents will be sought.

If the pupil has been diagnosed with a medical condition/or requires medication, a brief discussion will take place on how the school can best support this pupil and what process the school will be follow.

If medication is required to be administered during the school day M1, M2, M3, M4 all must be completed.

If the pupil requests to carry their own medication then a M6 needs to be submitted, however prior to this request been granted a Risk Assessment will be completed.

All information collated will be communicated to the Senior Leadership Team during a meeting. A designated senior will then take lead and ensure all relevant staff are informed and training arranged if applicable.

A meeting may be require so a Care Plan can be formulated to ensure that the school will be taking appropriate action if needed to meet the pupil's medical requirements/needs.

This meeting may also involve a nurse specialist (where applicable).

Newly Diagnosed Procedures - Pupils who already attend the school

If a pupil has been newly diagnosed with a medical condition/or requires medication support. This information needs to be passed directly to member of the senior Management Team, so Protocols/Procedures can be adhered too. (Procedure as above).

Medical Appointments

It is the responsibility of the parent/carer to organise appointments for the young person and to make arrangements for them to attend. The school may, in some cases, through discussions with parents/carers, agree to transport young people to appointments or support them during. Pupils, subject to their age and understanding should be supported to decide whether or not they are accompanied by a member of staff when seen by a Doctor, Nurse or Dentist.

Visits to minor Injuries and Accident and Emergency

If the decision is made for a young person to attend minor injuries or A&E parents/carers will be contacted and will usually be expected to either collect and transport the child themselves, or meet school staff at the designated provision. In the event that parents/carers and emergency contacts are not available, the Senior on Duty or First Aid co-ordinator will make a decision about how to support the young person.

The use of Home Remedies (School and Residential Settings)

A range of home remedies are held at Oakfield. They may be used after a child has been assessed and it has been determined that they will benefit from a non-prescription medicine such as Calpol or Paracetamol.

Staff must also check that specific permission has been given by the parent / carer. This decision needs to be made after consultation with the Senior on Duty or First Aid Co-ordinator who will follow the Managing Medication Policy in the next section.

All non-prescription medication purchased is stored in a locked cabinet. Their use must be recorded as per the administration of medication procedures. Administration of the medicine will be witnessed and counter signed by a second member of staff. These are regularly audited and stock levels checked.

5b Managing Medication (including Homily Remedies)

A clear policy that is understood and accepted by all staff, parents and children providing a sound basis for ensuring that children with medical needs receive proper care and support in school, and that for such children attendance is as regular as possible.

The use of or withholding of medication, medical care or dental care is a form of abuse and is not acceptable practice at Oakfield School.

The policy is to include:

- 🌳 **Admissions Process**
- 🌳 **Prescribed medicines**
- 🌳 **Non-prescription medicines**
- 🌳 **Short term medical needs**
- 🌳 **Long term medical needs**
- 🌳 **Administering Medications**
- 🌳 **Self-Management**
- 🌳 **Record Keeping**
- 🌳 **Medication Care Plan**
- 🌳 **Educational Visits**
- 🌳 **Residential Visits**
- 🌳 **Sporting Activities and Off-site venues**
- 🌳 **Request to carry his/her medication form (M6)**
- 🌳 **Inhalers**
- 🌳 **The governing body**
- 🌳 **The Headteacher**
- 🌳 **Teachers and Support Staff**
- 🌳 **Storing Medications**
- 🌳 **Disposal of unused Medications**

Admission Procedures

As part of the admissions process, parents/carers will be asked to share all relevant information relating to the young person's health and medical history.

This information will be collated and stored as part of Oakfield School's record keeping, this will be in accordance with GDPR/Data Protection and Retention. At this time the procedures followed will be made clear to parents/carers.

Prescribed Medicines

We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions, changes must be reflected on the prescription label or by letter from the GP/specialist.

The M3 section of the medication and first aid consent form to be completed by parents / carers. (See Appendix 2)

Prescribed medication must only be given to the child/young person it has been prescribed for and must **not be given to any other person**.

It is helpful when clinically appropriate that medicines are prescribed in dosages that enable them to be taken outside of school hours. We will encourage parents to discuss this with the prescriber.

Administration of the medicine will be witnessed and counter-signed by a second member of staff.

The Oakfield Medication and Consent form section M3 must be completed by parents/carers or a M5 for short-term medications.

Supporting Pupils at School with Medical Conditions, Dec 2015.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

Royal Pharmaceutical Society

<https://www.rpharms.com/Portals/0/RPS%20document%20library/Open%20access/Support%20to%20olkit/handling-medicines-socialcare-guidance.pdf?ver=2016-11-17-142751-643>

Non - prescribed Medicines (Paracetamol, Calpol and other Homily Remedies) both within the School /Residential Setting

Staff should **never** give non-prescribed drugs to a child unless there is permission from the parent / carers.

Administration of the medicine will be witnessed and counter signed by a second member of staff.

A child under 16 should **never** be given aspirin unless prescribed by a doctor. Ibuprofen to be given to a child only if prescribed by a doctor or if the medication has been supplied from home and a medication consent form has been completed and signed by parent / carer. (i.e. a pupil who may be allergic to paracetamol).

The school maintains a stock of paracetamol tablets, the stock levels of which are recorded as they are signed in and out.

Staff should **never** give any medicines for hay fever unless the medicine has been sent in from home with appropriate completed and signed consent form / letter from parents / carers.

The Oakfield Short Term Medication Consent M5 form must be completed by parents/carers, an M3 form may also be appropriate if the medication will be given long term.

Short Term Medical Needs

In order to reduce the time a child is away from school, the school will administer medicines, for example the end of a course of antibiotics or apply a lotion, only when previous avoidance strategies have been examined.

The Oakfield Short Term medication consent M5 form must be completed by parents/carers.

Appendix 3

Long Term Medical Needs

The school will be fully informed of the child's needs before admittance.

It is essential to have sufficient information in order for the child's medical needs to be adequately supported. (Reference should be made to the document – Supporting Pupils at School with Medical Conditions (Dec 2015)).

All pupils of compulsory school age who because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the local authority's duty to arrange educational provision for such pupils.

Administering Medicines

No child under 16 should be given medicines without written parent / carer consent.

Sections M3, M1 A or M5 of the medication and first aid consent form or a signed letter must be completed by the parent giving permission for medicine to be administered by staff. Where the young person is of sufficient understanding, medical treatment will only be given with consent.

If not the consent of parents/carers, including the person who has parental responsibility is

required. Doctors can administer treatment or medication in emergencies without consent if this is medically necessary.

Members of staff giving medicines should check:

- 🌳 The child's name
- 🌳 Prescribed dose
- 🌳 Time
- 🌳 Expiry date
- 🌳 Written instructions on the packaging

Members of staff giving medicines will not be teaching members of staff but supporting staff who are:

- 🌳 Willing to perform such tasks
- 🌳 Trained where necessary for the task

A record must be kept in a written form each time medicines are given.

Self-Management

Children who are able will be encouraged to manage their own medicines. This will generally apply to relief treatments for asthma. Other medicines should be kept in secure storage (locked, steel medication cabinet) so access will only be through the medical room or appropriate residential house.

Record Keeping

Parents should inform the school of the medicines their child needs, it is their responsibility to keep the school updated of any changing needs. School will check that the medicine is in its original container, with the correct expiry date and that the dispenser's instructions are clear.

A written record of medicines administered will be kept in the Medical Room and residential houses if appropriate. This includes controlled and non-controlled, prescription medication, short term prescription medication, and household remedies, all recorded on specific Oakfield School records. Administration of controlled medication is also recorded in a pre-printed, bound book. All these records are regularly audited to ensure accuracy.

For recording purposes, the following Procedures MUST BE USED:

- 🌳 A green pen is used to record medication received from parents/carers
- 🌳 A black pen is used when medication is administered
- 🌳 The controlled medication book should only be completed in **BLACK**

- † A red pen is used to record/indicate the amount of stock left
- † A red pen is used to record when medication is sent home to parents/carers OR left onsite in the secure cupboards provided.

If there is only one member of staff available to administer medication, this should be done with their full understanding and agreement.

Educational Visits

All medicines required by children on such undertakings will be part of the overall risk assessment for the visit. Medicines not self managed by pupils will be in the safe care of a designated member of the support staff who is willing to take this responsibility and the medication stored in a locked portable metal box.

To be administered by a member of support staff who is willing to carry out the task and witnessed by a second member of support staff, also willing. If any member of staff is concerned they should seek advice from staff trained in Managing of Medication.

Transporting of controlled and prescribed and non – prescribed Medicines

With the increasing numbers of pupils been admitted to Oakfield with the potential of having a medical/health need, it felt a procedure is required to be in place to ensure that all parties are clear on their responsibilities of the medicines prior to entering Oakfield School.

If your child is taking medication, whether it is regular controlled medication or a prescribed or non-prescribed medication, we must make you aware that you as Parents/Carers are responsible for the medication until they are handed over to Oakfield staff.

If you feel your child is not responsible to bring them into school, you must make alternative arrangements.

All medication must be placed in a suitable container for transportation.

Residential Visits

If a pupil requires medicines which he/she takes at home only i.e. not during the school day, then Oakfield short-term medication consent form must be completed by parents/carers before departure for the medicine to be administered during the residential.

All medicines required by children on such undertakings will be part of the overall risk assessment for the visit.

Medicines not self-managed by pupils will be in the safe care of a nominated member of the support staff who is willing to take this responsibility and the medication stored in a locked portable metal box.

To be administered by a member of support staff who is willing to carry out the task and witnessed by a second member of support staff, also willing. If any member of staff is concerned they should seek advice from staff trained in Managing of Medication.

Sporting Activities and Off –site Venues

If pupils are going out of school on sporting activities or other scheduled venues. Staff are made aware of pupils who have medical needs, (e.g. Asthma). See Asthma Register

Staff need to ensure that all necessary medication/equipment is taken with them and the pupils has easy access to their medication when required.

Request for child to carry his/her medicines

Where deemed appropriate by staff, a pupil can carry their own medication (Asthma Inhaler/ Epi Pen) when offsite i.e. sporting activities and offsite venues, residential visits and educational visits.

This must be returned to the first aider when they come back into school, if required.

Form M6 must be completed by parent / carer beforehand. **See Appendix 4**

Inhaler's - Refer to Asthma Policy No. 68

<http://www.oakfieldhull.co.uk/wp-content/uploads/2012/12/68-Asthma-Policy-1.pdf>

Emergency asthma inhalers for use in schools

<https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-schools>

The Governing Body

The governing body will be made aware of this policy and its role in being generally responsible for all school policies.

The Head Teacher

The Head Teacher will ensure that all necessary staff receive appropriate support and training and are aware of this policy. Likewise the Headteacher will inform the parents of the policy and its implications for them.

In all complex cases the Headteacher will liaise with the parents and where parent expectation is deemed unreasonable then the Head will seek the advice of the school nurse or some such medical advisor.

Teachers, Learning and Behaviour Mentors and the Residential Care Team

All staff should be aware of the possible medical risks attached to certain pupils. They should be aware of possible emergency action and emergency contacts. Teachers' Terms and Conditions of employment do not include the giving or supervising of pupils taking medicines.

Any support member of staff agreeing to carry and administer (prescribed) medicines must be willing to take the responsibility.

Training

First Aid is one of the core areas of training for staff. All staff are trained First Aiders in addition to the 1 day First Aid, we have 3 day First Aiders on site within the school and residential setting.

Staff who administrate medication to pupils been trained in the Managing Medication in childcare Settings.

Storing Medicines

Medicines are stored away from children in locked, steel medication cabinets that are securely fixed to the wall , or refrigerated all medication must be in their original containers. This will be the responsibility of the First Aider/Residential Staff. Children should know where their medicines are kept and who is responsible.

Emergency medicines such as asthma inhalers and adrenaline pens should **not** be kept locked away but always in the vicinity of the relevant pupils.

Any problems or issues arising shall be initially referenced to Supporting Pupils in School with medical Conditions Dec 2015.

Disposal of un- used Medicines

Any unused medicines to be disposed of by returning them home or to a chemist.

KEY POINTS

- 🌳 THE SCHOOL WILL NOT NORMALLY AND REGULARLY ADMINISTER MEDICINES TO CHILDREN UNLESS THE ABOVE POLICY APPLIES.
- 🌳 NO TEACHING STAFF WILL CARRY, AND ADMINISTER MEDICINES NOR SUPERVISE CHILDREN SELF ADMINISTERING MEDICINES UNLESS THEY ARE WILLING TO DO SO.
- 🌳 ANY STAFF MEMBER CARRYING OR ADMINISTERING PRESCRIBED MEDICINES WILL DO SO WILLINGLY.
- 🌳 ALL MEDICINES WILL BE NOTIFIED TO THE FIRST AID CO-ORDINATOR/ RESIDENTIAL MANAGEMENT TEAM AND KEPT UNDER THEIR SUPERVISION. (This includes asthma reliever's inhalers and adrenaline pens will be kept in an appropriate place where both pupils and staff have easy access to them).

The School First Aiders will know where these medicines are in school.

The Asthma register shall be updated as and when applicable or a pupil is deemed to be no longer Asthmatic by their G.P. (For which a signed letter from parents / carers is required).

Asthma registers are e-mailed to all staff when updated, and displayed in staff areas around the school and residential.

Oakfield School Medication Forms

- 1) Medication and First Aid Consent M1, M2, M3, M4
- 2) Short term medication consent form M5
- 3) Self-medication form M6
- 4) Controlled Medication record of administration book (bound book)
- 5) Record of Administration of Medication in Residential/School Setting
- 6) Record of short-term medication or household remedies administered in school.

Insurance

New statutory responsibilities came into force on the 1st September 2014 regarding pupils with medical needs. Oakfield School purchase their insurance through the Local Authority. Zurich Municipal's Public Liability policy covers the insured, school governing body, teachers, other employees and volunteers

should a claim be made against them from a pupil who alleges that they have sustained an injury or damage to their property as a result of the negligent provision of medical treatment.

The policy covers the administration or supervision of prescription and non-prescription medication orally, topically, by injection or by tube and the application of appliance or dressings. This applies to both straightforward and complex conditions. The insurers would expect that the teachers, employees and volunteers would have received appropriate training and that the training is reviewed on a regular basis.

The policy applies to all school activities including extra-curricular activities and school trips at home and abroad. Cover also applies to any first aid activities carried out by teachers, employees and volunteers.

Claims for financial loss arising from negligent treatment would also be covered by Zurich Municipal's policies. However, the possibility of claims under this heading is likely to be very remote.

This Policy was adopted in July 2016 and was reviewed July 2020.

Signed:

Mr Lee Morfitt (Chair of Governors)



Medication Care Plan – **Appendix 1**

Identification Details				
Name of Child		Date of Birth		
Address				
Year Group		Class		House

Medical Details	
Medical Condition/Diagnosis	
Treatment Regime and Medication (prescribed or otherwise)	
Side Effects	
Action to be taken in the event of an emergency or crisis	
Known Allergies / Information	

Contact Details			
Parents/Carers & Contact	Name: Tel No:		
Alternate family contact	Name: Tel No: Name: Tel No: 0		
GP	Name:	Address:	Tel No:
Pharmacy	Name:	Address:	Tel No:
Specialist/Paediatrician	Name:	Address:	Tel No:
Any Other Relevant Health Professional	Name:	Address:	Tel No:

Facilities Required				
Equipment and accommodation				
Staff Training/ Management/Administration				
Consent (M1 / M3) (Name and Date)				
Monitored by				
Date				

Medication and First Aid Consent Forms – Appendix 2

Identification Details			
Name of Child:		Date of Birth:	
Name of Person giving consent:		Relationship to child	
Address:			
Tel no:			

M1: Oakfield School Parental Agreement to Administer First Aid Medication	
This section must be signed in order that staff at Oakfield School can give the named child homely remedies that are available over-the-counter, without prescription, in accordance with the Oakfield School Policy.	
Please tick which of these you are happy for us to administer if required	Paracetamol [<input type="checkbox"/>] Cough medicine [<input type="checkbox"/>] Calpol [<input type="checkbox"/>] Throat lozenges [<input type="checkbox"/>]
Any Allergies (If yes , please give details)	Yes/No (please circle)
I give consent to Oakfield School staff to administer first aid medication, in accordance with the school policy. I will inform Oakfield School immediately, in writing if there are any changes to the above.	
Signed:	Date:
M1 A : Oakfield School Parental Agreement to receive First Aid Treatment	
I give my written consent for my child to receive first aid or urgent medical treatment during the school day; this will include if your child accesses the residential or attends any external activities or camp experiences.	
Signed:	Date:

M2: Consent for Plasters and Sun Protection	
I give permission for Oakfield Staff to put an Elastoplast/plaster on the named child. This child has no allergy to plasters that I am aware of.	Signed: Date:
I give permission for my child to apply sun-block and after-sun provided by the school, onto themselves in hot weather	Signed: Date:
Any other information relevant to this:	

M3: Oakfield School Parental Agreement to Administer Medication	
Please complete this section if the child is on a regular prescribed medication, which will need to be administered in school	
This section must be signed in order that staff at Oakfield School can give the named child medication, including that prescribed by a pharmacist.	
Medical Conditions or Diagnoses	
Medicine 1	
Name and Strength of Medication	
Dose and time to be administered	
Side Effects or any other instructions	
Medicine 2	
Name and Strength of Medication	
Dose and time to be administered	
Side Effects or any other instructions	
Medication 3 (If there are more than 3 types of medication please continue on a separate sheet)	
Name and Strength of Medication	
Dose and time to be administered	
Side Effects or any other instructions	
Name and contact number of GP	
Transporting of Medication	
If your child is taking medication, whether it is regular controlled medication or a prescribed or non-prescribed medication, we must make you aware that you as Parents/Carers are responsible for the medication until they are handed over to Oakfield staff. If you feel your child is not responsible to bring them into school, you must make alternative arrangements. All medication must be placed in a suitable container for transportation.	
The above information is to the best of my knowledge, accurate at the time of writing and I give consent to Oakfield staff to administer medication in accordance with the school policy. I understand that it is my responsibility to ensure that my child's medication is delivered safely to school. I will inform Oakfield School immediately if there is any change in dosage or frequency of the medication or if the medication is stopped.	
Signed:	Date:

M4: Visits to Farm Settings, Allotments, College links	
During the school year your child may visit out of school venues to study Animal Husbandry and/or Horticulture. This will involve cleaning out animals and gardening. We have identified that tetanus could pose a risk to pupils.	
Has the child had a tetanus injection in the past 10 years	Yes/No/Unsure (please circle)
If the child has not had a tetanus vaccination, please contact your doctor and arrange for this to be done as soon as possible . Please let the school know as soon as this has been done. We strongly advise this, to reduce the risk to pupils	
Please sign to complete either A OR B below	
A : I confirm that this child has had a recent tetanus vaccination	Signed: _____ Date: _____
B: the child has not had a recent vaccination and I have read the above advice and understand the risks involved.	Signed: _____ Date: _____

Short Term Medication consent From (M5) – Appendix 3



Consent to Administer Short Term Medication (M5)			
Identification Details			
Name of Child		Date of Birth	
Name of Person giving consent		Relationship to child	
Address:			
Tel no:			

Short Term Medication Administration			
<p>This section must be signed so that in the event that the named child is prescribed short-term medication, consent is given for staff at Oakfield school to administer this. Details of the medication itself can be added if and when this situation arises.</p>			
Name and Strength of Medication			
Dose and time to be administered			
Side Effects or any other instructions			
Name and contact number of GP			
Date Medication is to commence		Date medication ceased	
<p>I give consent for staff at Oakfield School to administer short-term medication to the named child, should the need arise, in accordance with school policy. I understand that the details of this medication will be added to this form if ever required.</p>			
Signed:		Date:	



Oakfield School Request for a Child to Carry and Administrate Their Own Medication (M6)

Appendix 4

Parental Consent Form for pupils carrying and administrating their own medication whilst in school.

You must complete and sign this form to seek permission from the school to enable your child to carry and/or administer their own medication.

I request that my child (detailed below) carries their medication with them to use as prescribed /self-administrate when necessary.

Can your child carry /self-administer? **YES/NO (please indicate)**

Name of pupil:

Date of Birth:

Address:

Medical Conditions:

Name /type of Medication (as described on the container and Expire Date:

Dosage and Time required :

Any Special precautions /other instructions (including side effects the school needs to know)

Parents/Carers Contact Details

Name of parent/Carer:

Daytime Telephone Number:

Relationship to Child:

For how long will your child carry/administer this medication?

Procedures to take in an emergency.

All the information provided is accurate. I will inform the school immediately if there is any changes to the medication, dosage or times of the medication. I will also make school aware if this medication stops. I am aware that the school will complete a Risk Assessment prior to my child bringing their medication into school.

Signatures of Parents/Carer:

Names of Parents/Carers:

Date:

.....

For school use only:

Agreed action reached by the school:

.....

To be completed if any changes are have been made or the medication has now stopped.

Informed by whom:

Has a letter been received confirming these changes:

Any further action required:

Name of Staff:

Signature:

Date: