



SUDLEY INFANT SCHOOL SUPPORTING CHILDREN WITH MEDICAL CONDITIONS IN SCHOOL POLICY

Version	Date	Action
Signed: Ms Sue Milan Chair of Governors	Spring 2017	
Reviewed:	Summer 2018	SENDCO details amended
Reviewed:	Autumn 2019	Reference to medication for chronic medical conditions
Next review due:	Autumn 2020	

Supporting Children with Medical Conditions in School Policy

The Supporting Children with Medical Conditions in School Policy will provide guidance to ensure;

- That the school meets its statutory responsibilities to manage medicines and medical conditions in line with Government guidance 'Supporting pupils at school with Medical conditions' and the 'Special Educational Needs and Disability code of practice: 0-25 years'.
- That the school implements inclusive practices to support pupils with medical conditions.
- That the school aims to provide all pupils with all medical conditions the same opportunities as others at school.

The school will ensure the implementation of the Supporting Children with Medical Conditions in School Policy to meet the following values and principles:

- All pupils and staff are healthy and stay safe
- Pupils and parents feel secure and confident in the schools ability to support their child.
- Pupils make a positive contribution and get to experience a wide and varied curriculum and experiences.
- Ensure all staff understand their duty of care to safeguard children in all aspects of their needs and especially within the event of an emergency.
- Ensure all staff are appropriately trained, competent and confident in knowing what to do in an emergency.
- Develop the schools understanding that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- That the school understands the importance of medication being taken as prescribed.
- All staff understand common medical conditions that may affect pupils at our school. Staff receive training on the impact medical conditions can have on children from specialist medical staff.

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

- The Governing Body of Sudley Infant School understand that it has a responsibility to make arrangements for supporting pupils with medical conditions who currently attend and to those who may attend in the future.
- Pupils with medical conditions are encouraged to take control of their condition.
- The school ensures to provide all children with all medical conditions the same opportunities at school as those without.
- The school aims to include all pupils with medical conditions in all school activities.
- The school ensures all staff (teaching and support) understand their duty of care to children and young people in the event of an emergency.
- Parents of pupils with medical conditions feel secure in the care their children receive both in school and on educational visits.

- All staff are confident in knowing what to do in an emergency and receive regular training to do so.
- There is knowledge that certain medical conditions are serious and can be potentially life-threatening.
- All staff understand the common medical conditions e.g. Asthma, Epilepsy, Diabetes and Anaphylaxis that can affect all children in school. Staff receive training on the impact this can have on pupils.

2. All staff have a sound knowledge, understand their role and are trained to a level that fulfills and informs them in what to do to support pupils with the most common serious medical conditions found at the school and how to uphold the policy

- All staff at the school are aware of the most common serious medical conditions which they may come across when children are in their care.
- Staff 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.
- All staff that work directly with pupils receive training and know what to do in an emergency for the pupils in their care with medical conditions.
- Training is refreshed for all staff as appropriate and should be referred to the child's Individual Healthcare Plan.
- Action for staff to take in an emergency for the common serious conditions at the school is displayed in prominent locations.
- The school uses the child's Individual Healthcare Plan to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- The school has procedures in place so that the most up to date copy of the child's Individual Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.
- The school has plans in place to cover staff absence and sickness.
- The following roles and responsibilities are recommended practice within the policy. These roles are understood and communicated regularly.

Governing Body

The school's Governing Body has a responsibility to:

- Uphold the Equality Act 2010 and make any reasonable adjustments.
- Ensure that arrangements are in place to support pupils with medical conditions (plans and suitable accommodation). In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child.
- Take into account that many of the 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.
- Make sure the policy is effectively implemented, monitored and evaluated and updated in line with the school policy review timeline.
- Ensure all parents are fully aware and understand their responsibilities.

Headteacher

The school's head teacher has a responsibility to:

- Ensure the school puts the policy into practice and develop detailed procedures.
- Liaise between interested parties including pupils, school staff, SENDCO, support staff, school nurses, parents, governors, the Local Authority and local emergency care services and seek advice when necessary.
- Ensure every aspect of the policy is maintained.
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using children's Individual Healthcare Plans.
- Ensure child's confidentiality.
- Access quality assured training and support the development needs of staff and arrange for them to be met via formally commissioned arrangements.
- Ensure all supply teachers and new staff know the medical conditions policy.
- Delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical register.
- Monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders and update according to review recommendations and recent local and national guidance and legislation.
- Report back to all key stakeholders about implementation of the policy.
- In partnership with the parent have joint responsibility for the safe travel of the child.
- Provide staff to cover absence.

All school staff

All staff at the school have a responsibility to:

- 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 that medical conditions can affect a child's learning and provide extra help when they need it.
- Understand the policy and how this impacts on children's education.
- Know which pupils in their care have a medical condition and be familiar with the content of the child's Individual Healthcare Plan.
- Allow all pupils to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure any medication for individual pupils is taken when they go on a school visit.
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- Understand common medical conditions and the impact they can have on children.
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.
- Ensure that records of medication administered are kept up to date.

First aider

First aiders at the school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school.
- When necessary ensure that an ambulance or other professional medical help is called.
- Ensure that any Individual Healthcare Plans are passed on to hospital in the case of emergency.

Special Educational Needs Coordinators (SENDCO)

The SENDCO at the school has responsibility to:

- Help update the school's medical condition policy.
- Know which pupils have a medical condition and which have special educational needs because of their condition.
- Be the key member or liaise with other staff to ensure pupils with medical conditions continue to make expected progress.
- Ensure teachers make the necessary arrangements and make reasonable adjustments if pupils need special consideration or access arrangements in statutory tests.

Support staff

The support staff at the school has the responsibility to:

- Help update the school's medical conditions policy.
- Know which pupils have a medical condition and which have special educational needs because of their condition.
- Monitor pupil's attendance and punctuality and consider additional support and planning with the SENDCO.
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.

Health Services

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 alternative provide training if this has been locally developed.
- Other healthcare professionals, including GPs and paediatricians 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).

Parents

The parents of a pupil 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 Individual Healthcare Plan for their child.

- Inform the school about the medication their child requires during school hours.
- 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 how much.
- 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.
- Ensure that their child's medication is within expiry dates.
- Inform the school if the child is feeling unwell.
- Ensure their child catches up on any school work they have missed.
- 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.

3. All staff understand and are trained in the school's general emergency procedures

- The school has a general Health and Safety Policy that includes risk assessments and have 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.
 - Who to contact within the school.
 - Action to take in a general medical emergency is displayed in prominent locations for staff.
- 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.
- Staff should not take pupils to hospital in their own car.

4. The school has clear guidance on the administration of medication at school and what is deemed as unacceptable practice

Administration – general

- The school understands the importance of medication being taken for chronic medical conditions as prescribed by a doctor or a consultant.
- 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 several members of staff at this school who have been specifically contracted to administer medication and received the relevant training from

healthcare professionals to support children who have chronic medical conditions.

- 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, the child may self administer prescribed medication but only with the written consent of their parent.
- Training is given to all staff members who agree to administer medication to pupils who have chronic medical conditions, 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 but instead record this and follow procedures set out in the Individual Healthcare Plan. Parents are informed as soon as possible.
- If a pupil misuses any medication, their parents are informed as soon as possible. These children are subject to the school's usual disciplinary procedures.

Administration – Emergency Medication

- All pupils with medical conditions have easy access to their medication.
- When their parents and health professionals determine they are able to begin taking responsibility, all pupils are encouraged to administer their own emergency medication.
- Pupils know where their medication is stored and how to access it.
- Pupils understand the arrangements for a 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 child from easily accessing their medication or inhalers when or where necessary.
- Assume that every child 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 due to their medical condition.
- Send a child unaccompanied to the school office or first aid area 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.

- Administer medication which has not been prescribed for a long term medical condition.

5. The school has clear guidance keeping clear and up to date records which supports the planning and access to school

Administration/Admission forms

- Parents of new pupils starting at the school are asked to provide information about any health conditions or health issues on admission and medical forms.
- Parents are asked if their child has any health conditions or health issues on the medical form, which is filled out at the start of each school year for existing pupils.

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. An identified member of staff has responsibility for the medical register at school.
- The identified member of staff has responsibility for the medical register and follows up with the parents any further details on a pupil's Individual Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

Individual Healthcare Plans

Drawing up Individual Healthcare Plans

- An individual Healthcare plan may be initiated by a member of school staff, plans should be drawn up with the input of healthcare professionals e.g. Specialist Nurse, parents and the child.
- As a sign of good practice the school will use Individual Healthcare Plans to record important details about individual children'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.
- An Individual Healthcare Plan is sent to all parents of pupils with a long-term medical condition when a diagnosis is first communicated to the school.

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.
- Parents and relevant health professionals are invited to review and check that information held by the school on a pupil'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 child has SEND, the Individual Healthcare Plan should be as part of the graduated approach of Assess, Plan, Do, Review and/or linked to 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 securely or attached as linked documents using the school computer system.
- Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of Individual Healthcare Plans. These copies are updated at the same time as the central copy.
- All members of staff who work with groups of children 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 pupils 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 supply teachers about the individual needs of pupils with a medical condition in their care
- Remind children with medical conditions to take their medication when they need to
- 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 child 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 child requires regular 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.
- All parents of children 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 child requires regular 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.

Off-site, Sporting Activities and Residential visits

- 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. This provides essential and up-to-date information to relevant staff and school supervisors to help children manage their condition while they are away. 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 children where medication is required. A copy of the Individual Healthcare Plans will accompany the child 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 a 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 previously 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 relevant staff to help the pupil manage their condition while they are away.
- Any medication administered off-site has a specific record book.

Other record keeping

- The school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.
- Each class has a log of medication self-administered by pupils in that class. Medication administered by staff is recorded in personal record books and where appropriate home/school record books.
- A record of medication administered off-site is kept in a separate book.
- The school holds regular training on common medical conditions. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training.
- All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a record of staff who have had training.

6. There is clear guidance on the safe storage and handling of medication at school.

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.
- Where the child'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 – non-emergency medication

- All non-emergency medication is kept in a secure, cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.
- Staff ensure that medication is only accessible to those for it is prescribed.

Safe storage – general

- There is an identified member of staff who ensures the correct storage of medication at school-Mrs J Williams.
- All controlled drugs are kept securely 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 children with medical conditions, will ensure that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose.
- All medication is supplied and stored in its original containers/packages. All medication is labelled with the child'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 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. Spacers for use with inhalers are sent home each half-term for washing. 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 paediatrician on prescription. All sharps boxes in school are stored securely. 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 child's

parent.

7. Supporting Medical Conditions in school policy is regularly reviewed, evaluated, consulted with stakeholders and updated.

- The policy is reviewed, evaluated and updated annually in line with the school's policy review timeline and receives a full consultation with stakeholders.
- 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 a wide-range of key stakeholders within the school, health settings and with parents and children/young people.

Key stakeholders include:

- Children/young people
- Parents
- School nurse and/or school healthcare professionals
- Headteacher
- Teachers
- Special Educational Needs and Disability Coordinator (SENDCO)
- Support staff
- First aider
- Local health professionals
- School governors

8. Complaints Procedure

If parents or carers have concerns or are dissatisfied with the support provided they should directly contact the school and follow the complaint procedure. Details of this policy are on the school website www.sudleyinfantschool.co.uk

9. Legislation and Guidance

This policy and guidance has been compiled using recommended government documents and Acts, these include;

- Supporting pupils with Medical Conditions – September 2014
- Special Educational Needs and Disability Code of Practice: 0-25 years
- Children and Families Act 2014 – Part 5: 100
- Health and Safety: advice for schools – June 2014
- Equality Act 2010
- The management of Health and Safety at work regulations 1999
- Education Act 1996
- Health and Safety at work Act 1974
- Medicines Act 1968
- The Local Authority will provide both national and local guidance.
- For further information and guidance see;

- <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3/supporting-pupils-with-medical-conditions-links-to-other-useful-resources--2>

10. Annexes to support the policy and its implementation

Annex A:	Individual Healthcare Plan form
Annex B:	Individual Healthcare Plan Review form
Annex C:	Staff Training Record – Administration of medicines
Annex D:	Parental Agreement for setting to Administer Medicine
Annex E:	Pupil self-administered medicine log
Annex F:	Guidance for parents
Annex G:	Guidance for staff



Put
photo of
child

Sudley Infant School Individual Healthcare Plan (IHP)

This form is to be used to record the confidential details of pupils with medical conditions and/or disabilities.

Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Contact 1

Contact 2

	Contact 1	Contact 2
Name		
Relationship to child		
Phone no. (work)		
Phone no. (home)		
Phone no. (mobile)		

Clinic/Hospital Contact

(continue overleaf if necessary)

Name	
Phone no.	

G.P.

Name/address	
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 etc

Other information

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

A copy of this plan will be given to emergency services if required.

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

Plan developed with

SENDCo
Parents of child

Staff training needed/undertaken – who, what, when

Agreed by

SENDCo	Date
Parent	Date
Specialist	Date

Form copied to

Class teacher
Mrs J Williams-school office
Parents
School nurse
SENDCO



Sudley Infant School

Individual Healthcare Plan Review (IHP)

Child's name

Group/class/form

Date of birth

Review date

Confirm accuracy of personal details

Family Contact Information

Details checked and confirmed

Y

N

Clinic/Hospital Contact

Details checked and confirmed

Y

N

G.P.

Details checked and confirmed

Y

N

Developments since last review

Action/Changes to be made to original plan

Next review date

Agreed by

SENDCo	Date
Parent	Date
Specialist	Date



Sudley Infant School Staff Training Record Administration of Medicine

Name

--

Job title

--

Type of training received

--

Date of training completed

--

Training provided by

--

I confirm that the member of staff named above has received the training detailed above and is competent to carry out any necessary treatment.

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____



Sudley Infant School

Parental Agreement for school to administer medicine

The school 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.

Name of child	
Date of birth	
Year group/class	
Medical condition or illness	
Date for review	

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 needs to know about?		
Child self-administration	Y	N
Procedures to take in an emergency		

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

Emergency Contact Details	Contact 1	Contact 2
Name		
Relationship to child		
Home telephone no.		
Mobile no.		
Work No.		

I understand that I must deliver the labelled medicine personally to the school office.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school 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.....



Sudley Infant School

Pupil self-medication log

Name			
DOB		Class	

Medication	
Expiry date	

Date	Time	Dose	Expiry date checked	Reaction (if any)	Staff	Contact parents

This form needs to be signed by member of staff supervising child and then to be counter signed by an additional member of staff where appropriate.
 Parents must have filled in the school administration of medication form which is available from the office.
 A new form should be started each time new medication is issued.
 Parents should be contacted if there is a change in reaction or unusual frequency/usage of medication.



Sudley Infant School

Parent Guide to Administration of Medication at School

Thank you for informing us that your child has a medical condition which will need monitoring in school. The school will support your child with their medical needs but to do this we ask that you

- work with us to ensure your child has a complete and up-to-date Individual Healthcare Plan where appropriate (we can discuss this with you or you may wish to ask advice or health professionals involved in their care)
- inform us of any changes to your child's condition
- inform us about any medication your child requires during school hours
- inform us of any medication your child requires while taking part in educational visits or residential visits, especially when these include overnight stays
- tell us about any changes to your child's medication, what they take, when, and how much
- ensure your child's medication and medical devices are labelled with their full name and date of birth and a supply a spare provided with the same information
- ensure that your child's medication is within expiry dates
- inform us if your child has feeling unwell out of school hours
- ensure your child catches up on any school work they have missed
- ensure your child has regular reviews about their condition with their doctor or specialist healthcare professional
- pass on any verbal or written information from medical professionals that will assist us in supporting your child is passed on as soon as possible
- ensure your child has a written care/self-management plan from their doctor or specialist healthcare professional to help them child manage their condition.

We thank you in advance for your cooperation.



Quick guide for staff administering medication in school

Storage and Access

- All non-emergency medication is kept in a secure place and controlled drugs are kept in a locked cupboard.
- All pupils with medical conditions have easy access to their medication.

Administering any Medication

- 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 medication with the written consent of their parent.

Record Keeping

- All medications that are self-administered by pupils should be recorded on their personal record sheet with the date, time, name and dose of medication, any reactions and staff signature.
- All medications that are administered by staff should be recorded in their personal log books with the date, time, name and dose of medication, any reactions and staff signature.
- Staff will follow the guidance within the Individual Healthcare Plan and follow the instructions found on the prescribed medication.
- Always check that parental consent has been given before administering or supervising the self-administration of medication.
- Medication administered off-site must be recorded in the appropriate book.