

BROWNEDGE ST MARY'S CATHOLIC HIGH SCHOOL



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'Let your light shine'

Medicines Policy

Supporting pupils at school with medical conditions

Approved by Headteacher

Date: March 2025

Policy updated by: Joanne Oldham

Date: September 2026

Date of next review

September 2027

Let Your Light Shine

If we love others, we live in the light. 1 John 2:10

Inspired by our Gospel Values, we have a shared responsibility to

- create an environment of welcome, love and respect for each member of our learning family.
- develop the unique gifts and talents of all, striving for excellence in everything we do.
- live out our commitment to love, service and justice in the local and global community.
- nurture the journey of faith and discovery for all
- celebrate and reflect on the love of God which is at the heart of all we are.

1. MISSION STATEMENT AND AIMS

Our Mission statement reflects the beliefs and values we consider to be at the heart of our school. Our aim to create a community based on Christian values is always at the forefront of our work with the children.

At Brownedge St Mary's Catholic High School, we recognise that some children will have, at some time, a medical condition, which could affect their school attendance or participation in school activities. This may be short term (e.g. completing a course of prescribed medication) or a more long-term condition (e.g. diabetes), which, if not properly managed, could limit their access to school and the activities that are on offer.

The aims of the Medicines Policy are to:

- Enable regular attendance.
- Ensure there are effective management systems to support children with medical needs within school, in order that they receive appropriate care and support;
- Provide clear information on medicines in school and medicines safety to both staff and parents; and,
- Ensure there are formal systems and procedures in respect of storing and administering medicine within school.

2. ROLES AND RESPONSIBILITIES

It is important that responsibility for child safety is clearly defined, and that each person involved with children with medical needs is aware of what is expected of them. Brownedge St Mary's will endeavour to co-operate closely with parents, health professionals and other agencies to provide a suitably supportive environment for children with medical needs.

Parents

It is the responsibility of parents to supply school with adequate information regarding their child's condition and medication. This information must be in writing, signed and current so that procedures for each individual child's medication are known.

Information will be updated annually at the beginning of each academic year, or earlier, if a GP or Consultant alters a child's medication. It is the responsibility of parents to inform the school if medication is prescribed or altered within an academic year. Parents must provide this information in writing and signed.

Parents are responsible for keeping their child at home when their child is acutely unwell.

Where the term parent is used it should be taken as defined in Section 576 of the Education Act 1996, to include any person who is not a parent of a child but has parental responsibility for or care of a child. In this context, 'care of a child' includes any person who is involved in the full-time care of a child, but excludes baby sitters, child minders, nannies and school staff. It requires only one parent to agree to or request that medicines are administered. As a matter of practicality, this will usually be the parent with whom the school has day-to-day contact.

Governing Body

The Governing Body is responsible for setting the strategic direction of the school. This includes the establishment, monitoring and evaluation of policies, including the Medicines Policy.

The Governing Body is also responsible for making sure that staff have appropriate training to support children with medical needs and that this training is updated on a regular basis. It is also responsible for ensuring that there are appropriate systems in place for sharing information about a child's medical needs.

Lead Adult

The Lead Adult is responsible for putting the Medicines Policy into practice on a daily basis and for developing appropriate procedures. Day-to-day decisions will normally fall to the Lead Adult. The Lead Adults at Brownedge St Mary's Catholic High School is Miss J Oldham (Assistant Headteacher) and Mrs M Tyrer (Deputy SENDCo).

The Lead Adult will:

- Ensure that school staff receive the training they need to support children with medical needs, in liaison with the local authority, the Governing Body and the School Nurse Services;
- Ensure that all parents and staff are aware of the Medicines Policy and the procedures for dealing with medical needs;
- Ensure that appropriate systems for information sharing are followed;
- Agree with parents exactly what support can be provided at school (where parent expectations appear unreasonable, the Lead Adult will seek advice from the school nurse, the child's GP or other medical advisers and, where appropriate, the Governing Body and the local authority);
- Ensure Heads of House who have children with medical needs in their House group are made aware of the nature of the condition, and when and where the child may need extra attention;
- Ensure that staff responsible for children at different times of the school day, for example, staff at lunchtime, are also provided with appropriate training information and advice;

- Arrange back-up cover when a member of staff responsible for administering medication and/or providing medical needs support is absent or unavailable;
- Organise liaison with voluntary organisations specialising in particular medical conditions in order to provide advice and information for staff on how to best support pupils with specific medical needs;
- Organise the provision of further information about a medical condition and specific training in administering a particular type of medicine/dealing with emergencies, where an Individual Healthcare Plan (IHP) (see section 8 below) reveals the need for this for specific members of staff.

School Staff

Staff caring for children have a common law duty of care to act like any reasonably prudent parent; they need to make sure that children are healthy and safe. In exceptional circumstances the duty of care could extend to administering medicine and/or taking action in an emergency. This duty also extends to staff leading activities that take place off site.

Apart from the above, there is no legal or contractual duty on staff to administer medicine or supervise a child taking it, although support staff may have specific duties to provide medical assistance as part of their contract.

3. ADMISSIONS

Brownedge St Mary's Catholic High School recognises that children with medical needs have the same rights of admission to school as other children and cannot generally be excluded from school for medical reasons. In exceptional circumstances, where a child's presence at school represents a serious risk to the health and safety of others, the Lead Adult may send the child home that day, after consultation with the headteacher and parents. However, this is **not** exclusion and may need to be done for medical reasons.

4. NON-PRESCRIPTION MEDICINES

The Governing Body of Brownedge St Mary's Catholic High School adopts Lancashire County Council's (LCC) policy of **not** accepting and administering non-prescription medication in school. If parents wish to administer non-prescription medication to their child during the school day, it is the responsibility of the parent to attend school and administer the medicine. Parents must inform the school of their intention to do so and agree a mutually convenient time, preferably during morning or lunch break.

In exceptional circumstances, following a medical procedure it will be at the school's discretion, with agreement from parents as to whether the school accepts and administers non-prescription medication in school.

Parents should note that guidance received in school states that a young person under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

5. PRESCRIBED MEDICINES

Prescribed medicines will only be accepted within school when **essential**; that is where it would be **detrimental** to a child or young person's health if the medicine were not administered during the school day.

If parents wish to administer non-essential prescribed medication to their child during the school day, it is the responsibility of the parent to attend school and administer the medicine. Parents must inform the school of their intention to do so and agree a mutually convenient time, preferably during morning or lunch break.

Brownedge St Mary's Catholic High School will **only** accept essential medication that has been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

Delivery of prescribed medicine

Ideally all items of prescribed medicine should be delivered to Brownedge St Mary's Catholic High School by parents, responsible pupils or by escorts employed by the local education authority.

On arrival at the school, parents/pupils/escorts should deliver the prescribed medicine to an authorised person. At Brownedge St Mary's Catholic High School the authorised persons are:

- Mrs A Pomfret/Mrs Chester/Mrs Carrera – Named Admin Staff
- Miss Oldham/Mrs Tyrer – SENDCo staff

Parents should ensure that each item of medicine is delivered in a **secure and labelled container, as originally dispensed**. The container must include the prescriber's instructions for administration, the child's name and the date of dispensing.

Parents are encouraged to discuss with prescribers the possibility of issuing a separate amount of medication for use in school. Where clinically appropriate, parents should note that it is helpful if medicines are prescribed in dose frequencies that enable it to be taken outside school hours. Parents are encouraged to ask the prescriber about this. For example, medicines that need to be administered three times a day could be taken in the morning, after attending school and at bedtime.

Brownedge St Mary's Catholic High School is **unable** to accept prescription medication that has been relabelled or repackaged by parents. Items of medication in unlabelled containers will **not** be accepted and will be returned to the parent.

6. CONTROLLED DRUGS

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Controlled drugs are sometimes prescribed as medicine for children.

Storage

Prescribed controlled drugs will be stored securely within the Medical Room in accordance with legal requirements and school procedures. Each controlled drug will be kept in a locked container within a locked cupboard and clearly labelled with the pupil's name.

Administration

Once appropriate information and training has been received, any member of school staff may administer a controlled drug to a child for whom it has been prescribed.

Staff administering such medicines will do so in accordance with the prescriber's instructions, following appropriate training, which will be organised by Miss Oldham/Mrs Tyrer.

Controlled drugs will be administered either in the Headteacher's office or in the Medical Room if this is free of pupils;

After a member of staff has administered a controlled drug to a pupil, he/she will immediately sign and date the record of administration form. Another member of the school staff will witness the administration process and will countersign the form.

Disposal

Controlled drugs, as with all medicines, will be returned to the parent when no longer required. It is the parent's responsibility to arrange for the safe disposal of the medicine.

7. LONG-TERM MEDICAL NEEDS

It is important for the school to have sufficient information about the medical condition of any child with long-term medical needs.

Parents are responsible for supplying the school with adequate information regarding their child's condition and medication. This information must be in writing, signed and current so that procedures for each individual child's condition and medication are known.

Updates to information

The school will automatically request an annual update at the outset of each academic year, which parents are required to complete. However, the parent must inform the school in writing, signed if a GP or consultant alters their child's prescribed medication during the course of the academic year.

Individual Healthcare Plan (IHP)

Where a child has a long-term medical condition, an Individual Healthcare Plan (IHP) may be developed in consultation with the child's parents, the school and, where appropriate, the School Nursing Service and other relevant healthcare professionals or agencies. Please refer to the Individual Healthcare Plans section below.

8. INDIVIDUAL HEALTHCARE PLANS

The main purpose of an Individual Healthcare Plan (IHP) is to identify the level of support required to meet a pupil's medical needs and enable them to access education safely and effectively.

Not all pupils with medical needs will require an Individual Healthcare Plan. In some cases, a written agreement with parents may be sufficient. Where this is the case, Form B: *Parental Agreement for the School to Administer Prescribed Medicine* must be completed, signed by the parent/carer and returned to the General Office.

Individual Healthcare Plans will clarify for staff, parents and the pupil the support that can reasonably be provided by the school. Plans will be developed in consultation with parents, the pupil, the school and, where appropriate, relevant healthcare professionals, including the School Nursing Service, the pupil's GP, paediatrician or other appropriate health professional.

The Lead Adult will agree with the appropriate healthcare professional(s) and parents how often the Individual Healthcare Plan should be reviewed. Normally, reviews will take place annually, although some plans may require more frequent review depending on the nature of the pupil's medical needs.

Form A: *Individual Healthcare Plan* (or an alternative plan provided by the relevant healthcare professional) will be used.

Depending on the level of support required, contributors to an Individual Healthcare Plan may include:

- the Lead Adult;
- the parent;
- the pupil;
- the Learning Manager;
- support staff working with the pupil;
- staff trained to administer medicines;
- staff trained in emergency procedures; and
- relevant healthcare professionals.

The Lead Adult will ensure that relevant information is shared with staff on a need-to-know basis and that any staff who may be required to respond in an emergency are kept appropriately informed.

9. MEDICINES SAFETY

All medicines may be harmful to anyone for whom they are not appropriate. The Governing Body has a responsibility to ensure that, where medicines are administered at school, the risks to the health of others are properly controlled. This duty is set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH). The Lead Adult is responsible for ensuring that medicines are stored safely.

Storing medicines

The school will not store large volumes of medicines; staff will only store, supervise and administer medicine that has been prescribed for an individual child and accepted as appropriate for administration at school.

Medicines will be stored in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed, clearly labelled with the name of the child, the name and dose of the medicine, and the frequency of administration; as dispensed by a pharmacist in accordance with the prescriber's instructions.

All medicines will be stored securely in accordance with product instructions, the pupil's Individual Healthcare Plan (where applicable) and relevant school policies.

Emergency medication, including asthma inhalers and adrenaline auto-injectors (AAIs), must be readily accessible in an emergency. Some pupils may carry their own emergency medication where this has been agreed by the school and parents. Where emergency medication is not carried by the

pupil, it will be stored in the medical room in accordance with the pupil's Individual Healthcare Plan and relevant school policies. Staff will be informed of the location of emergency medication and how to access it quickly when required.

Some medicines need to be refrigerated. Such medicines will be stored in the Medical Room refrigerator. Access to the Medical Room refrigerator is restricted to staff only or to children accompanied by staff.

Disposal of medicines

Staff will not dispose of medicines. Parents are responsible for ensuring that date expired medicines are returned to a pharmacy for safe disposal.

Parents are also responsible for collecting medicines held at the end of each term. Sharps boxes will always be used for the disposal of needles. If a child requires a sharps box, it is the responsibility of the child's parents to obtain and supply this box to school. Parents should note that sharps boxes can be obtained on prescription from their child's GP or paediatrician.

Emergency Procedures

As part of general risk management processes, Browndedge St Mary's has arrangements in place for dealing with emergency situations. These are contained within the School Emergency Plan, and the school's Health & Safety and First Aid policies and provision.

The Lead Adult will ensure that all General Office staff know how to call the emergency services. Guidance on calling an ambulance is provided on Form F: Contacting Emergency Services. The Lead Adult will ensure a copy of Form F is situated next to the telephones within the General Office.

If a child is taken from school to hospital, it will be by ambulance. Staff should never take children to hospital in their own car. A member of staff will always accompany the child in the ambulance and stay at the hospital until the parent arrives. At the hospital it is the health professionals who are responsible for any decisions on medical treatment when parents are not available.

Individual Healthcare Plans may contain instructions on how to manage a child in an emergency, and the Lead Adult should ensure that these instructions are shared with staff as appropriate.

10. ADMINISTERING PRESCRIBED MEDICINES

At Browndedge St Mary's, staff will not administer prescribed medicines without appropriate written parental consent. Parents will be required to complete and sign Form B: Parental Agreement for the School to Administer Prescribed Medicine. The only exception applies where emergency treatment for suspected anaphylaxis is required in accordance with this policy, the Allergy Safety Policy, and current statutory guidance.

The Lead Adult will ensure that members of staff administering medicine to a child are trained to check the:

- Child's name is on the medicine container;
- Prescribed dose;
- Expiry date of the medication;

- Written instructions provided by the prescriber on the label or container and within the medication packaging.

If in any doubt about any aspect of administering medication to a particular child, the member of staff will not administer the medicine but will consult with the Lead Adult before taking further action. Where appropriate, the Lead Adult will discuss the issue with the parent and/or with an appropriate health professional.

Each time prescribed medication is given to a child, Form C (Record of medicine administered to all children) will be completed. Where the medication is also a controlled drug, either this form or an alternative form, as determined by the Individual Healthcare Plan, will be countersigned.

Self-Management

At Brownedge St Mary's, we acknowledge that it is good practice to support and encourage pupils who are able to do so to take responsibility for managing their own medicines. We also recognise that the age at which pupils are ready to take responsibility for their own medicines will vary.

In some circumstances, such as the use of an inhaler to treat asthma, a pupil may carry and administer their own medication. In such cases, parents will be required to complete Form D: Request for a Pupil to Carry and Self-Administer Prescribed Medication. The form will be submitted to the Lead Adult, who may consult with appropriate healthcare professionals where necessary.

Parents must ensure that all medication is clearly labelled with their child's full name. Where it has been agreed that a pupil may administer their own medicine, a member of staff will ordinarily supervise the pupil.

Emergency Adrenaline Auto-Injectors (AAIs)

Pupils who have been authorised to carry their own adrenaline auto-injectors (AAIs) under Form D and/or their Individual Healthcare Plan may self-administer their AAI immediately in an emergency where symptoms of anaphylaxis are present. The need for staff supervision must not delay the administration of adrenaline. As soon as practicable following self-administration, the pupil should notify a member of staff, who will follow the school's emergency procedures and summon emergency medical assistance.

Refusal

If a child refuses to take medicine, the member of staff responsible for administering the medicine, will record this on the 'record of medicine administered form' and will immediately inform the Lead Adult. The Lead Adult will ensure that the child's parents are informed of the refusal on the same day.

If the refusal to take medicine(s) results in an emergency, the school's emergency procedures will be followed with due attention given to the procedures in the child's Individual Healthcare Plan.

11. RECORD KEEPING

It is the responsibility of the child's parents to inform the school about the medicines their child needs to take and to provide details of any changes to the prescription or the support required. The Lead Adult is responsible for ensuring that medical information and records are shared with staff as appropriate.

Members of staff administering medicines will check the prescriber's instructions, which should be provided in the original container sent to school (see Section 5: Prescription Medicines above).

In all cases it is necessary to check that written details include the:

- Name of child
- Name of medicine
- Dose
- Time/frequency of administration
- Expiry date
- Date of dispensing

Parents will be asked to complete and sign Form B: Parental agreement for the school to administer prescribed medicine as appropriate.

The school will keep a record of all medicine given to children to offer protection to staff and as proof that they have followed agreed procedures. The school will use Form C or an alternative form provided with an Individual Healthcare Plan, as appropriate.

12. EDUCATIONAL VISITS

Staff will take all reasonable steps and reasonable adjustments to try and ensure that educational visits are accessible to children with disabilities and/or medical needs. They will ensure that when included in an outdoor visit a child is not put at any substantial disadvantage.

Brownedge St Mary's has adopted Lancashire County Council's Educational Visits Policy and Guidelines, which was written to comply with Health and Safety at Work Law. This document, with the accompanying forms and appendices, sets out the safety policy for offsite Educational Visits, participation in adventurous and outdoor activities, and the arrangements for the implementation of the policy.

In respect of individual cases where there are concerns, the Lead Adult will seek advice from the appropriate local authority technical advisers via the schools educational visit coordinator (EVC) – Mr Hayhurst.

The Lead Adult will be available to discuss the proposed visit and planning process with relevant school staff, the parents and (wherever possible) the child as early as possible. The Educational Visits Coordinator will ensure that risk assessments cover the specific issues of the child with reasonable adjustments made and alternative activities considered where appropriate.

On all Type B visits, the Form 1B (Application to the Authority for Approval) and Form 5 (Risk Assessment) will clearly show that children with medical needs have been fully considered in the planning process and that any necessary reasonable adjustments have been made.

All staff and volunteers on the visit will be fully briefed and particularly if there are adjustments to the programme for the child(ren) that have any Special Educational Needs and/or medical needs. Staff will use the relevant planning forms (Form 2A for Type A visits and Form 2B for Type B visits).

If school staff are concerned whether they can provide for a child's safety, or the safety of other children on a visit, they will consult with the Lead Adult, who will ascertain parent views and seek advice from the School Health Service or the child's GP.

13. SPORTING ACTIVITIES

Form activities and extra-curricular sport, and will endeavour to ensure there is sufficient flexibility for all children to follow in ways that are appropriate to their own abilities. At Brownedge St Mary's, we recognise that physical activity can benefit a child's overall social, mental and physical health and wellbeing.

Any restrictions on a child's ability to participate in Physical Education will be recorded in his/her Individual Healthcare Plan. The Lead Adult will ensure that all staff are aware of issues of privacy and dignity for children with particular needs on a 'need-to-know' basis. We recognise that some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines, such as asthma inhalers.

The Lead Adult will ensure that staff supervising sporting activities give due consideration as to whether risk assessments are necessary for some children, are aware of relevant medical conditions (and any preventative medicine that may need to be taken) and relevant emergency procedures.

14. CONFIDENTIALITY

All members of school staff should treat medical information confidentially. The Lead Adult will agree with the child's parents who should have access to records and other information about their child. If information is withheld from staff, it should be noted that they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

15. POLICY REVIEW

This policy will be formally reviewed on an annual basis. In the event of significant changes to guidance or legislation, the policy will be reviewed earlier as appropriate.

Form A: Individual Healthcare Plan - general medical conditions

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 etc

Other information

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

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

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Form A: Individual Healthcare Plan - allergy

NAME – Individual Healthcare Plan for allergy	
Date of birth:	Current photo
Year / class:	
Emergency contacts:	
Staff who need to be aware:	
Allergy: <i>Note what allergy the child or young person has.</i> <i>Note any known allergens.</i> <i>Note whether the child or young person is likely to be aware that they are having an allergic reaction and whether they can alert others.</i>	
How the allergy is managed: <i>Note any care or action plans or prescribed medication issued by healthcare professionals.</i> <i>If the allergy can be partly or wholly managed by practical adjustments (for example avoidance of known allergens), note them here.</i> <i>Note the extent to which the child or young person is able to take responsibility for managing their allergy.</i>	
Impact on education: <i>Indicate the potential harm which might come to the child or young person if their allergy is not managed properly.</i> <i>Indicate how the allergy may impact on the child or young person's learning.</i> <i>Indicate how the allergy may impact on the child or young person's emotional wellbeing.</i> <i>If relevant, note any interaction between allergy and SEN.</i>	
Arrangements for support: <i>Give details of the specific support or adaptations which the school, college or early years setting will put in place, within its educational remit.</i> <i>Outline measures to reduce the risk of contact with known allergens.</i> <i>Give details of the specific support or adaptations to manage food allergy at meal and snack times.</i>	

Note arrangements for maintaining educational progress where absence or missed learning occurs due to allergy.

Visits and trips:

- *Give details of any arrangements or procedures which may be required for school trips or other activities outside of the normal timetable that will ensure the child can participate.*
- *Note any requirement for a risk assessment and prompts for specific issues which should be considered.*

Emergency response:

Where an Action Plan issued by a healthcare professional covers emergency response, refer to it and ensure it is attached.

Otherwise summarise the signs or symptoms which would indicate an emergency.

Set out what to do in an emergency, including whom to contact.

If relevant, note where “spare” adrenaline devices are located.

Last discussed with parents:	Date
Issued by:	Date:
Next planned review:	Date:

Form B: parental agreement for setting 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.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
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	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

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

Signature(s) _____

Date _____

Form C: record of medicine administered to an individual child

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

Staff signature _____

Signature of parent _____

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

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

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

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

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

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

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

Form D: Request for a Pupil to Carry and Self-Administer Prescribed Medication

Name of school/setting

Name of child

Group/class/form

Medical Condition

Name of Medication

Reason for Medication

Dosage

When medication may be required

Expiry Date

Parent/Carer Request

I request that my child be permitted to carry and self-administer the medication named above whilst attending school, travelling to and from school, and participating in school activities where appropriate.

I confirm that my child:

- Understands why the medication is required.
- Understands when and how to use the medication correctly.
- Can recognise when the medication is needed.
- Will keep the medication secure and available for immediate use.
- Will not allow any other person to use their medication.
- Will report immediately to a member of staff if the medication is lost, damaged, used, or nearing expiry.

I understand that:

- The medication must be supplied in its original labelled container.
- I am responsible for ensuring the medication remains in date and is replaced as necessary.
- The school may review or withdraw permission for self-carrying if it is considered unsafe or inappropriate.
- A Healthcare Plan or Risk Assessment may be required before authorisation is granted.

Pupil Agreement

I understand that I am responsible for carrying my medication safely and using it only as prescribed.

I will:

- Carry my medication responsibly at all times.
- Use the medication only for my own medical needs.
- Inform a member of staff immediately if I need assistance.
- Inform a member of staff if my medication is lost, damaged or used.

Pupil Signature: _____

Date: _____

School Authorisation

Having considered the pupil's age, maturity, medical needs and any relevant medical advice, the school authorises the following:

- ☐ Approved to carry and self-administer medication independently
- ☐ Approved to self-administer under staff supervision
- ☐ Not approved to self-carry medication

Reason (if not approved):

Lead Adult/Medical Needs Lead: _____

Signature: _____

Date: _____

Review Date: _____

Form F: contacting emergency services

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

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

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