



# Supporting Students with Medical Conditions

Burscough Priory  
Academy



Policy Reviewed: Sept 2025

Policy Approved: Sept 2025

## Statement of intent

The Local Academy Council of Burscough Priory Academy has a duty to ensure arrangements are in place to support students with medical conditions. The aim of this policy is to ensure that all students with medical conditions, in terms of both physical and mental health, receive appropriate support to allow them to play a full and active role in school life, remain healthy, have full access to education (including school trips and PE), and achieve their academic potential.

The school believes it is important that parents of students with medical conditions feel confident that the school provides effective support for their children's medical conditions, and that students feel safe in the school environment.

Some students with medical conditions may be classed as disabled under the definition set out in the Equality Act 2010. The school has a duty to comply with the Act in all such cases.

In addition, some students with medical conditions may also have SEND and have an EHC plan collating their health, social and SEND provision. For these students, the school's compliance with the DfE's 'Special educational needs and disability code of practice: 0 to 25 years' and the school's Special Educational Needs and Disabilities (SEND) Policy will ensure compliance with legal duties.

To ensure that the needs of our students with medical conditions are fully understood and effectively supported, we consult with health and social care professionals, students and their parents.

## 1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2002
- Education Act 1996 (as amended)
- Children Act 1989
- National Health Service Act 2006 (as amended)
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Misuse of Drugs Act 1971
- Medicines Act 1968
- The School Premises (England) Regulations 2012 (as amended)
- The Special Educational Needs and Disability Regulations 2014 (as amended)
- The Human Medicines (Amendment) Regulations 2017
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- DfE (2015) 'Special educational needs and disability code of practice: 0-25 years'
- DfE (2021) 'School Admissions Code'
- DfE (2015) 'Supporting students at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'

This policy operates in conjunction with the following school policies:

- Special Educational Needs and Disabilities (SEND) Policy
- Complaints Procedures Policy
- Student Equality, Equity, Diversity and Inclusion Policy
- Attendance and Policy
- Admissions Policy

## 2. Roles and responsibilities

The Local Academy Council will be responsible for:

- Fulfilling its statutory duties under legislation.
- Ensuring that arrangements are in place to support students with medical conditions.
- Ensuring that students with medical conditions can access and enjoy the same opportunities as any other student at the school.
- Working with the LA, health professionals, commissioners and support services to ensure that students with medical conditions receive a full education.
- Ensuring that, following long-term or frequent absence, students with medical conditions are reintegrated effectively.
- Ensuring that the focus is on the needs of each student and what support is required to support their individual needs.
- Instilling confidence in parents and students in the school's ability to provide effective support.

- Ensuring that all members of staff are properly trained to provide the necessary support and are able to access information and other teaching support materials as needed.
- Ensuring that no prospective students are denied admission to the school because arrangements for their medical conditions have not been made.
- Ensuring that students' health is not put at unnecessary risk. As a result, the Local Academy Council holds the right to not accept a student into school at times where it would be detrimental to the health of that student or others to do so, such as where the child has an infectious disease.
- Ensuring that policies, plans, procedures and systems are properly and effectively implemented.

The Head will be responsible for:

- The overall implementation of this policy.
- Ensuring that this policy is effectively implemented with stakeholders.
- Ensuring that all staff are aware of this policy and understand their role in its implementation.
- Ensuring that a sufficient number of staff are trained and available to implement this policy and deliver against all IHPs, including in emergency situations.
- Considering recruitment needs for the specific purpose of ensuring students with medical conditions are properly supported.
- Having overall responsibility for the development of IHPs.
- Ensuring that staff are appropriately insured and aware of the insurance arrangements.
- Contacting the school nurse where a student with a medical condition requires support that has not yet been identified.

Parents will be responsible for:

- Notifying the school if their child has a medical condition.
- Providing the school with sufficient and up-to-date information about their child's medical needs.
- Being involved in the development and review of their child's IHP.
- Carrying out any agreed actions contained in the IHP.
- Ensuring that they, or another nominated adult, are contactable at all times.

Students will be responsible for:

- Being fully involved in discussions about their medical support needs, where applicable.
- Contributing to the development of their IHP, if they have one, where applicable.
- Being sensitive to the needs of students with medical conditions.

School staff will be responsible for:

- Providing support to students with medical conditions, where requested, including the administering of medicines, but are not required to do so.

- Taking into account the needs of students with medical conditions in their lessons when deciding whether or not to volunteer to administer medication.
- Receiving sufficient training and achieve the required level of competency before taking responsibility for supporting students with medical conditions.
- Knowing what to do and responding accordingly when they become aware that a student with a medical condition needs help.

The school nurse will be responsible for:

- Notifying the school at the earliest opportunity when a student has been identified as having a medical condition which requires support in school.
- Supporting staff to implement IHPs and providing advice and training.
- Liaising with lead clinicians locally on appropriate support for students with medical conditions.

Clinical commissioning groups (CCGs) will be responsible for:

- Ensuring that commissioning is responsive to students' needs, and that health services are able to cooperate with schools supporting students with medical conditions.
- Making joint commissioning arrangements for EHC provision for students with SEND.
- Being responsive to LAs and schools looking to improve links between health services and schools.
- Providing clinical support for students who have long-term conditions and disabilities.
- Ensuring that commissioning arrangements provide the necessary ongoing support essential to ensuring the safety of vulnerable students.

Other healthcare professionals, including GPs and pediatricians, are responsible for:

- Notifying the school nurse when a child has been identified as having a medical condition that will require support at school.
- Providing advice on developing IHPs.
- Providing support in the school for children with particular conditions, e.g. asthma, diabetes and epilepsy, where required.

Providers of health services are responsible for cooperating with the school, including ensuring communication takes place, liaising with the school nurse and other healthcare professionals, and participating in local outreach training.

The LA will be responsible for:

- Commissioning school nurses for local schools.
- Promoting cooperation between relevant partners.
- Making joint commissioning arrangements for EHC provision for students with SEND.
- Providing support, advice, guidance, and suitable training for school staff, ensuring that IHPs can be effectively delivered.
- Working with the school to ensure that students with medical conditions can attend school full-time.

Where a student is away from school for 15 days or more (whether consecutively or across a school year), the LA has a duty to make alternative arrangements, as the student is unlikely to receive a suitable education in a mainstream school.

### **3. Admissions**

Admissions will be managed in line with the school's Admissions Policy <https://burscoughprioryacademy.org/policies>

No child will be denied admission to the school or prevented from taking up a school place because arrangements for their medical condition have not been made; a child may only be refused admission if it would be detrimental to the health of the child to admit them into the school setting.

### **4. Notification procedure**

When the school is notified that a student has a medical condition that requires support in school, the school nurse will inform the Head. Following this, the school will arrange a meeting with parents, healthcare professionals and the student, with a view to discussing the necessity of an IHP, outlined in detail in the [IHPs](#) section of this policy.

The school will not wait for a formal diagnosis before providing support to students. Where a student's medical condition is unclear, or where there is a difference of opinion concerning what support is required, a judgement will be made by the Head based on all available evidence, including medical evidence and consultation with parents.

For a student starting at the school in a September uptake, arrangements will be put in place prior to their introduction and informed by their previous institution. Where a student joins the school mid-term or a new diagnosis is received, arrangements will be put in place within two weeks.

### **5. Staff training and support**

Any staff member providing support to a student with medical conditions will receive suitable training. Staff will not undertake healthcare procedures or administer medication without appropriate training. Training needs will be assessed by the school nurse through the development and review of IHPs, on an annual basis for all school staff, and when a new staff member arrives. The school nurse will confirm the proficiency of staff in performing medical procedures or providing medication where appropriate.

A first-aid certificate will not constitute appropriate training for supporting students with medical conditions.

Through training, staff will have the requisite competency and confidence to support students with medical conditions and fulfil the requirements set out in IHPs. Staff will understand the medical conditions they are asked to support, their implications, and any preventative measures that must be taken.

Whole-school awareness training will be carried out on an annual basis for all staff, and included in the induction of new staff members.

The school nurse will identify suitable training opportunities that ensure all medical conditions affecting students in the school are fully understood, and that staff can recognise difficulties and act quickly in emergency situations.

Training will be commissioned by the Operations Manager and provided by the following bodies:

- The school nurse
- GP consultant and/or Specialist Nurse
- The parents of students with medical conditions
- Commercial training provider where appropriate

The parents of students with medical conditions will be consulted for specific advice and their views are sought where necessary, but they will not be used as a sole trainer.

The Local Academy Council will provide details of further CPD opportunities for staff regarding supporting students with medical conditions.

Supply teachers will be:

- Provided with access to this policy.
- Informed of all relevant medical conditions of students (where an emergency might arise) in the class they are providing cover for within their Cover pack.
- Covered under the school's insurance arrangements.

## 6. Self-management

Following discussion with parents, students who are competent to manage their own health needs and medicines will be encouraged to take responsibility for self-managing their medicines and procedures. This will be reflected in their IHP.

Where possible, students will be allowed to carry their own medicines and relevant devices. Where it is not possible for students to carry their own medicines or devices, they will be held in suitable locations that can be accessed quickly and easily. If a student refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Instead, the procedure agreed in the student's IHP will be followed. Following such an event, parents will be informed so that alternative options can be considered.

- At Burscough Priory Academy, medication is stored in the Main Office

## 7. IHPs

The school, healthcare professionals and parents agree, based on evidence, whether an IHP will be required for a student, or whether it would be inappropriate or disproportionate to their level of need. If no consensus can be reached, the Head will make the final decision.

The school, parents and a relevant healthcare professional will work in partnership to create and review IHPs. Where appropriate, the student will also be involved in the process.

IHPs will include the following information:

- The medical condition, along with its triggers, symptoms, signs and treatments

- The student's needs, including medication (dosages, side effects and storage), other treatments, facilities, equipment, access to food and drink (where this is used to manage a condition), dietary requirements, and environmental issues
- The support needed for the student's educational, social and emotional needs
- The level of support needed, including in emergencies
- Whether a child can self-manage their medication
- Who will provide the necessary support, including details of the expectations of the role and the training needs required, as well as who will confirm the supporting staff member's proficiency to carry out the role effectively
- Cover arrangements for when the named supporting staff member is unavailable
- Who needs to be made aware of the student's condition and the support required
- Arrangements for obtaining written permission from parents and the Head for medicine to be administered by school staff or self-administered by the student
- Separate arrangements or procedures required during school trips and activities
- Where confidentiality issues are raised by the parents or student, the designated individual to be entrusted with information about the student's medical condition
- What to do in an emergency, including contact details and contingency arrangements

Where a student has an emergency healthcare plan prepared by their lead clinician, this will be used to inform the IHP.

IHPs will be easily accessible to those who need to refer to them, but confidentiality will be preserved. IHPs will be reviewed on at least an annual basis, or when a child's medical circumstances change, whichever is sooner.

Where a student has an EHC plan, the IHP will be linked to it or become part of it. Where a child has SEND but does not have a statement or EHC plan, their SEND will be mentioned in their IHP.

Where a child is returning from a period of hospital education, alternative provision or home tuition, the school will work with the LA and education provider to ensure that their IHP identifies the support the child will need to reintegrate.

## **8. Managing medicines**

Medicines will only be administered at school when it would be detrimental to a student's health or school attendance not to do so.

Students under 16 years old will not be given prescription or non-prescription medicines without their parents' written consent, except where the medicine has been prescribed to the student without the parents' knowledge. In such cases, the school will encourage the student to involve their parents, while respecting their right to confidentiality.

Non-prescription medicines may be administered in the following situations:

- When it would be detrimental to the student's health not to do so
- When instructed by a medical professional

No student under the age of 16 will be given medicine containing aspirin unless prescribed by a doctor. Pain relief medicines will not be administered without first checking when the previous dose was taken, and the maximum dosage allowed.

Parents will be informed any time medication is administered (if that is not agreed in an IHP).

The school will only accept medicines that are in-date, labelled, in their original container, and contain instructions for administration, dosage and storage. The only exception to this is insulin, which must still be in-date, but is available in an insulin pen or pump, rather than its original container.

All medicines will be stored safely. Students will be informed where their medicines are at all times and will be able to access them immediately, whether in school or attending a school trip or residential visit. Where relevant, students will be informed of who holds the key to the relevant storage facility. When medicines are no longer required, they will be returned to parents for safe disposal.

Sharps boxes will be used for the disposal of needles and other sharps.

Controlled drugs will be stored in a non-portable container and only named staff members will have access; however, these drugs can be easily accessed in an emergency. A record will be kept of the amount of controlled drugs held and any doses administered. Staff may administer a controlled drug to a student for whom it has been prescribed, in accordance with the prescriber's instructions.

The school will hold asthma inhalers for emergency use. The inhalers will be stored in the Main Office and their use will be recorded.

Records will be kept of all medicines administered to individual students, stating what, how and how much medicine was administered, when, and by whom. A record of side effects presented will also be held.

## **9. Allergens, anaphylaxis and adrenaline auto-injectors (AAIs)**

Parents are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.

The Head and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour.

The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. Further information relating to how the school operates in line with Natasha's Law can be found in the Whole- School Food Policy.

Staff members receive appropriate training and support relevant to their level of responsibility, in order to assist students with managing their allergies.

The administration of adrenaline auto-injectors (AAIs) and the treatment of anaphylaxis will be carried out in accordance with the child's IHP. Where a student has been prescribed an AAI, this will be written into their IHP.

A Register of Adrenaline Auto-Injectors (AAIs) will be kept of all the students who have been prescribed an AAI to use in the event of anaphylaxis. This will be held centrally in the Main Office for easy access in the event of an allergic reaction and will be checked as part of initiating the emergency response.

Students who have prescribed AAI devices can keep their device in their possession. A second device should ideally be held in the General Office

Designated staff members will be trained on how to administer an AAI, and the sequence of events to follow when doing so.

In the event of anaphylaxis, a designated staff member will be contacted via a two-way radio. Where there is any delay in contacting designated staff members, or where delay could cause a fatality, the nearest staff member will administer the AAI. If necessary, other staff members may assist the designated staff members with administering AAIs, e.g. if the student needs restraining.

The school will keep a spare AAI for use in the event of an emergency, which will be checked on an annual basis to ensure that it remains in date, and which will be replaced before the expiry date. The spare AAI will be stored in Main Office, ensuring that it is protected from direct sunlight and extreme temperatures. The spare AAI will only be administered to students at risk of anaphylaxis and where written parental consent has been gained. Where a student's prescribed AAI cannot be administered correctly and without delay, the spare will be used. Where a student who does not have a prescribed AAI appears to be having a severe allergic reaction, the emergency services will be contacted and advice sought as to whether administration of the spare AAI is appropriate.

Where a student is, or appears to be, having a severe allergic reaction, the emergency services will be contacted even if an AAI device has already been administered.

In the event that an AAI is used, the student's parents will be notified that an AAI has been administered and informed whether this was the student's or the school's device. Where any AAIs are used, the following information will be recorded on the Adrenaline Auto-Injector (AAI) Record:

- Where and when the reaction took place
- How much medication was given and by whom

For children aged 6-12 years, a dose of 300 micrograms of adrenaline will be used. For

children aged over 12, a dose of 300 or 500 micrograms of adrenaline will be used.

AAIs will not be reused and will be disposed of according to manufacturer's guidelines following use.

In the event of a school trip, students at risk of anaphylaxis will have their own AAI with them and the school will give consideration to taking the spare AAI in case of an emergency.

## 10. Record keeping

Written records will be kept of all medicines administered to students. Proper record keeping will protect both staff and students, and provide evidence that agreed procedures have been followed. Appropriate forms for record keeping can be found in [Appendix D](#) and [Appendix E](#).

## 11. Emergency procedures

Medical emergencies will be dealt with under the school's emergency procedures. Where an IHP is in place, it should detail:

- What constitutes an emergency.
- What to do in an emergency.

Students will be informed in general terms of what to do in an emergency, e.g. telling a teacher.

If a student needs to be taken to hospital, a member of staff will remain with the student until their parents arrive. When transporting students with medical conditions to medical facilities, staff members will be informed of the correct postcode and address for use in navigation systems.

## 12. Day trips, residential visits and sporting activities

Students with medical conditions will be supported to participate in school trips, sporting activities and residential visits.

Prior to an activity taking place, the school will conduct a risk assessment to identify what reasonable adjustments should be taken to enable students with medical conditions to participate. In addition to a risk assessment, advice will be sought from students, parents and relevant medical professionals. The school will arrange for adjustments to be made for all students to participate, except where evidence from a clinician, e.g. a GP, indicates that this is not possible.

## 13. Unacceptable practice

The school will not:

- Assume that students with the same condition require the same treatment.
- Prevent students from easily accessing their inhalers and medication.
- Ignore the views of the student or their parents.
- Ignore medical evidence or opinion.
- Send students home frequently for reasons associated with their medical condition, or prevent them from taking part in activities at school, including lunch times, unless this is specified in their IHP.
- Send an unwell student to the medical room or school office alone or with an unsuitable escort.
- Penalise students with medical conditions for their attendance record, where the absences relate to their condition.
- Make parents feel obliged or forced to visit the school to administer medication or provide medical support, including for toilet issues. The school will ensure that no

parent is made to feel that they have to give up working because the school is unable to support their child's needs.

- Create barriers to students participating in school life, including school trips.
- Refuse to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

## **14. Liability and indemnity**

The Local Academy Council will ensure that appropriate insurance is in place to cover staff providing support to students with medical conditions.

The Department for Education's (DfE's) Risk Protection Arrangement (RPA) is a voluntary arrangement for academies and free schools effective from 1 September 2014. The RPA is not an insurance scheme but is a mechanism through which the cost of risks that materialise from 1 September 2014 will be covered by government funds. This arrangement covers liability relating to the administration of medication.

All staff providing such support will be provided with access to the insurance policies.

In the event of a claim alleging negligence by a member of staff, civil actions are most likely to be brought against the school, not the individual.

## **15. Complaints**

Parents or students wishing to make a complaint concerning the support provided to students with medical conditions are required to speak to the school in the first instance. If they are not satisfied with the school's response, they may make a formal complaint via the school's complaints procedures, as outlined in the Complaints Procedures Policy. If the issue remains unresolved, the complainant has the right to make a formal complaint to the DfE.

Parents and students are free to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

## **16. Home-to-school transport**

Arranging home-to-school transport for students with medical conditions is the responsibility of the LA. Where appropriate, the school will share relevant information to allow the LA to develop appropriate transport plans for students with life-threatening conditions.

## **17. Defibrillators**

The school has three automated external defibrillators (AED). The AED's will be stored in the main office, PE staffroom and Science staffroom in an unlocked, alarmed cabinet.

All staff members and pupils will be made aware of the AED's location and what to do in an emergency. A risk assessment regarding the storage and use of AEDs at the school will be carried out and reviewed annually.

No training will be needed to use the AED, as voice and/or visual prompts guide the rescuer through the entire process from when the device is first switched on or opened; however, staff members will be trained in cardiopulmonary resuscitation (CPR), as this is an essential part of first-aid and AED use.

The emergency services will always be called where an AED is used or requires using.

Where possible, AEDs will be used in pediatric mode or with pediatric pads for pupils under the age of eight.

Maintenance checks will be undertaken on AEDs and an up-to-date record of all checks and maintenance work made.

## **18. Monitoring and review**

This policy is reviewed on an annual basis by the governing board, school nurse and Head. Any changes to this policy will be communicated to all staff, parents and relevant stakeholders.

The next scheduled review date for this policy is Spring 2025.

## Individual Healthcare Plan Implementation Procedure

**1**

A parent or healthcare professional informs the school that the child has a medical condition or is due to return from long-term absence, or that needs have changed.

**2**

The Head coordinates a meeting to discuss the child's medical needs and identifies a member of school staff who will provide support to the pupil.

**3**

A meeting is held to discuss and agree on the need for an IHP.

**4**

An IHP is developed in partnership with healthcare professionals, and agreement is reached on who leads.

**5**

School staff training needs are identified.

**6**

Training is delivered to staff and review dates are agreed.

**7**

The IHP is implemented and circulated to relevant staff.

**8**

The IHP is reviewed annually or when the condition changes (revert back to step 3).

## Individual Healthcare Plan

### Student's details

|                                |  |
|--------------------------------|--|
| Student's name                 |  |
| House/Tutor/Clas teacher       |  |
| Date of birth                  |  |
| Student's address              |  |
| Medical diagnosis of condition |  |
| Date                           |  |
| Review date                    |  |

### Family contact information

|                         |  |
|-------------------------|--|
| Name                    |  |
| Relationship to student |  |
| Phone number            |  |
| Name                    |  |
| Relationship to student |  |
| Phone number            |  |
| Relationship to student |  |

### Hospital contact

|              |  |
|--------------|--|
| Name         |  |
| Phone number |  |

**Student's GP**

|              |  |
|--------------|--|
| Name         |  |
| Phone number |  |

|                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Who is responsible for providing support in school?</b>                                                                                     |
|                                                                                                                                                |
| <b>Student's medical needs and details of symptoms, signs, triggers, treatments, facilities, equipment or devices and environmental issues</b> |
|                                                                                                                                                |
| <b>Name of medication, dose and method of administration</b>                                                                                   |
|                                                                                                                                                |
| <b>Daily care requirements</b>                                                                                                                 |
|                                                                                                                                                |
| <b>Arrangements for school visits and trips</b>                                                                                                |

|                                                                                |
|--------------------------------------------------------------------------------|
|                                                                                |
| Other information                                                              |
|                                                                                |
| Describe what constitutes an emergency, and the action to take if this occurs  |
|                                                                                |
| Responsible person in an emergency, state if different for off-site activities |
|                                                                                |
| Plan developed with                                                            |
|                                                                                |
| Staff training needed or undertaken – who, what, when:                         |
|                                                                                |

## Parental Agreement for the School to Administer Medicine

The school will not give your child medicine unless you complete and sign this form.

### Administration of medication form

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

### Medicine

|                                      |  |
|--------------------------------------|--|
| Name of medicine                     |  |
| Expiry date                          |  |
| Dosage and method                    |  |
| Timing                               |  |
| Special precautions and instructions |  |
| Side effects                         |  |
| Self-administration yes/no           |  |
| Procedures for an emergency          |  |

**Please note medicines must be in the original container as dispensed by the pharmacy – the only exception to this is insulin, which may be available in an insulin pen or pump rather than its original container.**

**Contact details**

|                                           |                                          |
|-------------------------------------------|------------------------------------------|
| Name                                      |                                          |
| Telephone number                          |                                          |
| Relationship to student                   |                                          |
| Address                                   |                                          |
| I will personally deliver the medicine to | <u>Name and position of staff member</u> |

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent for school staff to administer medicine in accordance with the relevant policies. 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 \_\_\_\_\_

Date \_\_\_\_\_

## Record of Medicine Administered to an Individual Student

|                                   |  |
|-----------------------------------|--|
| Name of student                   |  |
| Group/class/form                  |  |
| Date medicine provided by parents |  |
| Quantity received                 |  |
| Name and strength of medicine     |  |
| Expiry date                       |  |
| Quantity returned                 |  |
| Dose and frequency of medicine    |  |
| Staff signature                   |  |
| Parent signature                  |  |

|                      |  |  |  |  |
|----------------------|--|--|--|--|
| Date                 |  |  |  |  |
| Time given           |  |  |  |  |
| Dose given           |  |  |  |  |
| Name of staff member |  |  |  |  |
| Staff signature      |  |  |  |  |

|                      |  |  |  |  |
|----------------------|--|--|--|--|
| Date                 |  |  |  |  |
| Time given           |  |  |  |  |
| Dose given           |  |  |  |  |
| Name of staff member |  |  |  |  |
| Staff signature      |  |  |  |  |

### Record of All Medicine Administered to Students

[illegible]

## Staff Training Record – Administration of Medication

|                            |  |
|----------------------------|--|
| Name of school             |  |
| Name of staff member       |  |
| Type of training received  |  |
| Date of training completed |  |
| Training provided by       |  |
| Profession and title       |  |

I confirm that the staff member has received the training detailed above and is competent to carry out any necessary treatment pertaining to this treatment type. I recommend that the training is updated by the school nurse.

Trainer's signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Suggested review date: \_\_\_\_\_

## **Contacting Emergency Services**

### **To be stored by the phone in the school office**

**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.**

- The telephone number: 01704 893259
- Your name.
- Your location as follows: Burscough Priory Academy, Trevor Road
- The postcode: L40 8JH
- The exact location of the individual within the school.
- The name of the individual and a brief description of their symptoms.
- The best entrance to use and where the crew will be met and taken to the individual.

Incident Reporting Form

| Date of incident | Time of incident | Place of incident | Name of ill or injured person | Details of the illness or injury | Was first-aid administered? If so, give details | What happened to the person immediately afterwards? | Name of first-aider | Signature of first-aider |
|------------------|------------------|-------------------|-------------------------------|----------------------------------|-------------------------------------------------|-----------------------------------------------------|---------------------|--------------------------|
|                  |                  |                   |                               |                                  |                                                 |                                                     |                     |                          |
|                  |                  |                   |                               |                                  |                                                 |                                                     |                     |                          |
|                  |                  |                   |                               |                                  |                                                 |                                                     |                     |                          |
|                  |                  |                   |                               |                                  |                                                 |                                                     |                     |                          |