



Chiltern Way Academy Trust

Turning Futures Around

Supporting Students with Medical needs Policy

Responsibility for this policy (job title): SWAM

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1 INTRODUCTION

- The Trust Board of Chiltern Way Academy will ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in the Trust so that they can play a full and active role in their school life. This policy should be read in conjunction with our Mental Health and Wellbeing Policy. To help achieve this, the Trust has adopted the Department for Education policy on “Supporting Pupils at School with Medical Conditions’, which was issued under Section 100 of the Children and Families Act 2014.
- The aim of this policy is to ensure that the parents of children with medical conditions feel confident that the Trust will provide effective support and that children feel safe and reach their full potential.
- Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. The Trust will comply with their duties under the Act to make reasonable adjustments to support students with disabilities.
- Some children with medical conditions may also have special educational needs (SEN) and may have an Education, Health and Care Plan (EHCP) which brings together health and social care needs as well as the provision for their special educational needs. Where the child has a special educational need identified in a statement or EHCP the individual healthcare plan will be linked to or become part of that statement or EHCP. The Healthcare Plan will be developed with the child’s best interests in mind to ensure that the risks to the child’s education, health and social wellbeing are managed, and minimises disruption, for children with medical conditions.
- Supporting a child with a medical condition during Trust hours is not the sole responsibility of one person. The Trust will work collaboratively with parents, students, healthcare professionals (and, where appropriate, social care professionals) and local authorities to ensure that needs of students with medical conditions are met effectively.

2 ROLES AND RESPONSIBILITIES

2.1 The Trustees for Chiltern Way Academy will ensure that:

- arrangements are in place so that children with medical conditions;
 - are properly supported
 - can play a full and active role in Trust life
 - can remain healthy and achieve their academic potential
- staff are properly trained to provide the support that students need;

- staff must ensure that student's health is not put at unnecessary risk from, e.g. infectious diseases;
- staff do not have to accept a student at times where it would be detrimental to the health of that child or others to do so.

2.2 The **Head of Campus** will ensure that:

- a person is appointed to have overall responsibility for the implementation of this policy;
- all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation;
- all staff including supply staff who support children with medical needs receive sufficient information to provide appropriate support;
- Individual Healthcare Plans are developed, monitored and reviewed annually or earlier if evidence is presented that the child's needs have changed. Where appropriate Healthcare Plans will be reviewed at the child's Annual Review;
- sufficient staff are suitably trained and achieve the necessary level of competency before they take on responsibility to support children with medical conditions;
- sufficient numbers of trained staff are available to support all individual healthcare plans to cover staff absence, contingency and emergency situations;
- a register of children in the Trust is kept who have been diagnosed with asthma and/or prescribed a reliever inhaler;
- staff are trained to recognise the symptoms of an asthma attack (and are able to distinguish them from other conditions with similar symptoms);
- at least one emergency inhaler kit is maintained and readily available in an emergency situation;
- a register of children in the Trust is kept who have been diagnosed with anaphylaxis and/or prescribed an epi pen/auto injector;
- staff are trained to recognise the symptoms of anaphylaxis;
- risk assessments for Trust visits, holidays, and other Trust activities outside of the normal timetable are undertaken for children with medical conditions;
- all staff are aware that medical information must be treated confidentially;

- Trust staff are appropriately insured and are aware that they are insured to support students in this way;
- Emergency Inhalers are kept in the following places:

Bierton Campus

Medical Room

Prestwood Campus

Voc Ed Building

Medication room

Pond View

Wendover Campus

Behaviour Office Eco Block

Behaviour Office Garden View

Intervention Office Manor View

PE office

Staff Room Manor House

Voc Ed Building Office

Wokingham Campus

Admin building

Primary staff room

- A defibrillator is maintained and readily available to use and are located in the medical room at Bierton, Prestwood and Wendover campuses and in the reception area of Wokingham Campus.

2.3 Appointed Person

The Head of Campus has been appointed to have overall responsibility for implementing the Trust's policy for supporting students with medical conditions. They will ensure that children with medical conditions are appropriately supported.

2.4 Transitional Arrangements

The Trust has made the following procedures for transitional arrangements:

- All staff are informed by use of health care plans/trained to the required level in order to best support students with medical needs, whether this be medication training, relevant protocols and procedures for managing other needs e.g. diabetes, epilepsy. To best support students with additional medical needs, always respecting the student's right to dignity, privacy and access to education.

- In the event that a student was to change provision within/beyond the Trust, that all relevant information, equipment and required training details are passed on to the provision receiving the student, whilst always respecting the student's right to dignity, privacy and access to education.

2.5 All members of **Trust Staff** may be asked to provide support to students with medical conditions, including administering medicines.

- All members of staff should know what to do and respond accordingly if they become aware that a student with a medical condition needs help.
- Although administering medicine is not part of teachers' professional duties, teachers should take into account the needs of students with medical conditions that they teach.
- Staff must not give prescription medication or undertake healthcare procedures without appropriate training.

2.6 Students

- Where appropriate students with medical conditions will be consulted to provide information about how their condition affects them.
- Where appropriate students with medical conditions will be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

2.7 Parents have the prime responsibility for their child's health. Parents include any person who is not a parent of a child but has parental responsibility for or care of a child.

- It only requires one parent to request that medicines are administered. As a matter of practicality, this will be the parent with whom the Trust has day-to-day contact.
- Parents should provide the Trust with sufficient and up to date information about their child's medical needs. Parents should tell the Trust of any change in prescription which should be supported by either new directions on the packaging of medication or by a supporting letter from a medical professional.
- Parents are key partners and will be involved in the development and review of the Healthcare Plan for their child.
- Parents should provide medicines and equipment as required by the Healthcare Plan.

Parents should:

- bring their child's medication and any equipment into the Trust at the beginning of the academic year;
- replace the medication before the expiry date;
- as good practice, take into the Trust the new asthma reliever inhaler when prescribed;
- dispose of expired items to a pharmacy for safe disposal;
- during periods of high pollen count, encourage their children, who have been prescribed anti-histamines, to take their medication before the academic day so that their condition can be better controlled during the academic day;
- keep their children at home when they are acutely unwell, specifically Public Health England, in *Guidance on Infection Control in Schools and other childcare Settings: 2016*, recommends that this is 48hrs following the last bout of vomiting and diarrhoea;
- ensure that they or another nominated adult are contactable at all times.

3 STAFF TRAINING AND SUPPORT

- The Head of Campus will ensure that all staff are aware of the Trust's policy for supporting students with medical conditions and their role in implementing the policy.
- Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child does so voluntarily and will have appropriate training and guidance.
- Training needs will be identified during the development or review of individual healthcare plans and will be reviewed annually. The family of a child will often be key in providing relevant information to Trust staff about how their child's needs can be met, and parents will be asked for their views but will not be the sole trainer.
- Training will be provided for staff to ensure that they are competent and have confidence in their ability to support students with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. Training for new staff will be provided on induction.
- Training will be provided by an appropriate healthcare professional so that staff have an understanding of the specific medical conditions they are being asked to deal with, their

implications and preventative and emergency measures so that they can recognise and act quickly if a problem occurs. All staff training will be entered and stored on Smartlog.

- Only staff with appropriate training will give prescription medicines or undertake healthcare procedures. (A first-aid certificate does not constitute appropriate training in supporting children with medical conditions).
- The Trust will ensure that an appropriate number of people have attended Supporting Students at School with Medical Conditions training to understand County policy and to ensure medicines are appropriately managed within the Trust.

4 INDIVIDUAL HEALTHCARE PLANS (Template A, see Appendix)

An Individual Healthcare Plan clarifies for staff, parents and the student the support that can be provided. Individual Healthcare Plans for students with medical conditions, (e.g. asthma, anaphylaxis, diabetes, epilepsy) will be drafted with parents/students and other healthcare professionals where appropriate. The plan will include:

- the medical condition, its triggers, signs, symptoms and treatments;
- the student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons;
- specific support for the student's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed (some students will be able to take responsibility for their own health needs) including in emergencies. If a student is self-managing their medication, then this will be stated with appropriate arrangements for monitoring;
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who in the Trust needs to be aware of the student's condition and the support required;

- arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff, or self-administered by the student during Trust hours;
- separate arrangements or procedures required for Trust trips or other Trust activities outside of the normal Trust timetable that will ensure the student can participate, e.g. risk assessments;
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition;
- what to do in an emergency, including whom to contact, and contingency arrangements.

Some students may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Healthcare Plans will be reviewed at least annually but some may need to be reviewed more frequently. Where appropriate the Healthcare Plan will be reviewed at the student's Annual Review.

5 THE STUDENT'S ROLE IN MANAGING THEIR OWN MEDICAL NEEDS

- Students are not permitted to carry any medication at any time during the Trust day. Students with Asthma may carry their inhaler with them, provided they behave responsibly with this medication.

6 MANAGING MEDICINES ON TRUST PREMISES

Students will only be given prescription or non-prescription medication after parents have completed a consent form (Template B, see Appendix) – (except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases the Trust will encourage the student to involve their parents while respecting their right to confidentiality).

When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes will be used for the disposal of needles and other sharps.

Medication brought into Trust must be given to:

Bierton Hill Campus: Natalie Knight or Alex Power

Prestwood Campus: Aylin Parker or Louis Endean

Wendover Campus: Thomas Stibbs

Wokingham Campus: Scott Rodger

Prescribed medication

The Trust will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will be available inside an insulin pen or a pump, rather than in its original container.

- Parents should note the expiry date so that they can provide a new prescription as and when required.
- Medicines will only be administered at Trust when it would be detrimental to a child's health or Trust attendance not to do so.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside Trust hours.

Short-Term Medical Needs

Many children will need to take medicines during the day at some time during their time in the Trust. This will usually be for a short period only, perhaps to finish a course of antibiotics, which will minimise the time that they need to be absent.

Antibiotics prescribed three times a day can be taken out of the Trust day. The Trust will support children who have been prescribed antibiotics that need to be taken **four** times day.

6.2 Controlled Drugs

- Some medicines prescribed for students (e.g. methylphenidate, known as Ritalin) are controlled by the Misuse of Drugs Act, 1971. A student who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another student for use is an offence
- The Trust will keep controlled drugs in a locked non-portable container, to which only named staff have access but will ensure they are easily accessible in an emergency
- Trust staff may administer a controlled drug to the child for whom it has been prescribed in accordance with the prescriber's instructions. See Administration of Medication Policy

Named staff who have access to the Controlled Drugs cabinet and have agreed to administer medication and have received training are:

Bierton Hill Campus:

Medical Coordinator: Natalie Knight
Billy Harrison
Kerry Cockell
Stephen Tavender

Prestwood Campus:

Medical Coordinator: -Aylin Parker
Wayne Bridge
Charlie Davies
Stephen Tavender
Louis Endean

Wendover Campus

Medical Coordinator: Thomas Stibbs
Gary Regan
Pam Hegarty
Jaime O'Leary
Joel Read
Lee Beagle
Theresa Weston
Michelle Sweetland

Wokingham Campus

Medical Coordinator: -Scott Rodger
Sarah Stevens
Stephen Tavender
Kamana Paul
Jodie Leigh-Neil
Michelle Merryweather
Courtney Breeds

- A record will be kept of any doses used and the amount of the controlled drug held in the Trust, i.e. total number of doses (tablets) provided to the Trust, the dose given and the number of doses remaining.
 - Where the dose is half a tablet then this will be cut using a tablet cutter at the time that the medication is required
 - Half tablets will be retained but not issued at the time of the next dose; a fresh tablet will be cut
 - Half tablets will be returned to the parent or taken to local pharmacy for disposal, this will be agreed with parent
- A controlled drug, as with all medicines, will be returned to the parent when no longer required to arrange for safe disposal. If this is not possible, it will be returned to the dispensing pharmacist
- Some students with epilepsy are prescribed rectal diazepam or buccal midazolam. Parental authorisation for administration will be sought

6.3 Non-prescription Medication

- Parents will be asked to sign a consent form confirming that the medicine has been administered without adverse effect to their child in the past and that they will inform the Trust immediately if this changes
- The Trust holds a supply of paracetamol-based pain relief, which will be issued to those students on request, whose parents have signed a consent form
- The Trust will hold non-prescription analgesics on behalf of students on request. The medication must be brought into Trust in the original packaging and a consent form signed
- The Trust will only administer paracetamol to those students requesting analgesics; generally non-prescription ibuprofen will not be given
- If ibuprofen is the analgesic of choice, students/parents will be advised that a dose could be taken before Trust (ibuprofen is effective for six hours); if required the Trust will 'top up' the pain relief with paracetamol.
- A child under 16 will never be given aspirin-containing medicine unless prescribed by a doctor.
- When a student requests pain relief, staff will first check maximum dosages and when the previous dose was taken. Parents will be contacted for confirmation. If parents are unavailable, a dose will not usually be given before 12 noon.
- A record will be made of all doses given.

6.4 Pain Relief

Students sometimes ask for pain relief (analgesics), i.e. paracetamol tablets or liquid.

- Paracetamol can only be given to students if the consent form has been returned by parent/carer
- Paracetamol will be located in a locked cabinet within the identified medical rooms at each campus
- Staff must adhere to procedural practices when giving non-prescribed medicines
- All tablets given should be recorded in the 'paracetamol log-book' and signed by the staff member and student. Record: time given, amount given and reason for administration

7 RECORD KEEPING

- The Trust will keep a record of all medicines administered to individual students, stating what, how much was administered, when and by whom. Any side effects of the medication to be administered at Trust will be noted
- A second person will witness the administration of all medicines.
- A second person will witness the administration of controlled drugs.
- A record of administration of medicine will not be recorded for asthma inhalers where the student is responsible for their own medication, and take their medication, as and when it is required. However, a record will be kept of the administration of Emergency Inhalers held in Trust.

8 SAFE STORAGE OF MEDICINES

- Medicines will be stored strictly in accordance with product instructions - paying particular note to temperature and in the original container in which dispensed.
- Students know where their medication is stored and are able to access them immediately or where relevant know who holds the key.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available and not locked away.
- A few medicines require refrigeration. They will be kept in a clean storage container, clearly labelled, and stored in the Staff Room refrigerator, which is not accessible to students, at Berton, Prestwood and Wendover Campuses and in the medical fridge in the first aid room at Wokingham. A temperature log of the refrigerator will be taken during the period of storage.
- Medication will never be prepared ahead of time and left ready for staff to administer.
- An audit of student's medication will be undertaken every term disposing of any medication that is no longer required.
- It is the parent's responsibility to ensure their child's medication remains in date. The Trust will remind parents when their child's medication is due to expire.

9 DISPOSAL OF MEDICINES

- Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. The return of such medicines to parents will be recorded.

- Parents should also collect medicines held at the end of the summer term. If parents do not collect all medicines, they will be taken to a local pharmacy for safe disposal.
- Sharp boxes will always be used for the disposal of needles.

10 HYGIENE AND INFECTION CONTROL

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.

EIGHT STEP HAND WASHING TECHNIQUES



11 DAY VISITS, RESIDENTIAL VISITS AND SPORTING ACTIVITIES

- The Trust will actively support students with medical conditions to participate in Trust trips and visits or in sporting activities.
- The Trust will make reasonable adjustments for the inclusion of students in such activities.
- Some children may need to take precautionary measures before or during exercise, and may need access, for example, to asthma inhalers. Staff supervising sporting activities will be made aware of relevant medical conditions and will consider the need for a risk assessment to be made.
- The Trust will consider the reasonable adjustments that can be made to enable students with medical needs to participate fully and safely in visits. These arrangements will be included in the risk assessment for the event.

- One member of staff accompanying the visit will be asked to take on the lead role for administering medicines or healthcare procedures. IHP, medicines, equipment and consent forms will be taken on Trust visits.
- Medicines are administered and witnessed and recorded on a copy of Templates C (see Appendix) This form is added to the file on return from the visit.

12 TRUST'S ARRANGEMENTS FOR COMMON CONDITIONS

12.1 Asthma

- An inventory of all students with asthma will be compiled.
- An Individual Healthcare Plan will be developed.
- Staff will be trained **annually** to recognise the symptoms of an asthma attack and know how to respond in an emergency.
- Students who provide the Trust with inhalers are made aware that the inhalers are stored in the identified rooms as mentioned above and can be accessed as and when required, to be self-administered.
- Emergency salbutamol inhalers and spacers are kept in the:

Bierton Hill Campus: in the Emergency Asthma Box in the Medical Room

Prestwood Campus: Vocational education office, Pond View Art room cupboard, medical room and science prep room cupboard

Wendover Campus: Manor House Staff room, Manor View Staff Office, Eco Block Support Team Office, Garden View Support Team Office

Wokingham: admin office

- Emergency salbutamol inhalers will only be given to students previously diagnosed with asthma whose reliever inhaler is not in the Trust or whose inhaler has run out, who are on the register and whose parents have signed the consent form
 - Staff will know how and when to use the emergency salbutamol inhaler
 - Parents will be asked to give permission to administer an emergency dose(s);
 - Parents will be informed of any emergency dosages given.
- A grab bag with salbutamol – must be taken on field etc. It will be kept in the cupboard in the staffroom and will be taken to the activity by the member of staff leading it.

12.2 Anaphylaxis (Severe Allergic Reaction)

- The Trust has an Anaphylaxis Policy
- Staff will attend training on the symptoms of anaphylaxis, which includes information and practise on when and how to use the adrenaline auto-injector.
- If an enrolled student is known to be at risk of anaphylaxis, an Individual Healthcare Plan will be developed which includes the arrangements the Trust will make to control exposure to allergens.
- Their auto-injectors will be kept readily available.
- All auto-injectors will be stored in a designated cupboard for all staff to access when required.
- Students will not be permitted to carry the auto-injectors with them around the site.
- Staff will be made aware of the individual students and their allergies.
- Staff will be trained on record keeping in the event of having to administer an auto-injector.
- A grab bag with an epipen – must be taken on field etc. It will be kept in the cupboard in the staffroom and will be taken to the activity by the member of staff leading it.
- The Trust is unable to purchase or store epipens unless they are prescribed in the name of a specific student.

12.3 Epilepsy

- An Individual Healthcare Plan will be developed.
- Staff will be trained in identifying the symptoms and triggers for epilepsy, including administering medication
- There will be a trained member of staff available **at all times** to deliver emergency medication. Details will be recorded on the student's Healthcare Plan.
- The Trust will enable students to take a full part in all outings and activities,
- The Trust will make necessary adjustments e.g. exam timings, coursework deadlines, timetables.
- The Trust will liaise fully with parents and health professionals.

- Some students with epilepsy are prescribed rectal diazepam or buccal midazolam. This will be administered by staff who are specifically trained to undertake this task and have agreed to this responsibility.
- The administration of medication will be recorded. Two adults will be present for the administration of rectal diazepam, at least one being of the same gender as the child. The dignity of the student will be protected as far as possible, even in an emergency.
- If appropriate, a record will be kept of the student's seizures, so that any changes to seizure patterns can be identified and so that this information can be shared with the student's parents and healthcare team.

Epileptic Seizure - An emergency situation at the Trust would be if the student:

- had a single seizure or cluster of seizures that lasts for longer than five minutes, or longer than is usual for them;
- were severely injured as the result of a seizure.

If staff note a student is having an epileptic seizure the following should be carried out:

- Immediately clear the surrounding area of all hazards which may injure the student e.g. sharp objects, tables, chairs etc...;
- Record the time immediately from the start of the seizure – over 5mins please call an ambulance immediately. If the student recovers within 5mins and goes into a second seizure call an ambulance immediately;
- Remain with the student – if the student has to go to hospital they will be assisted by a member of staff until the parent/carer arrives;
- Contact the student's parents/carers (assign this role to another member of staff). Explain to parents exactly what has happened and when, invite the parent / carer to come to the Trust, if you have to go to hospital ask the parents / carers to meet you there;
- Arrange for appropriate first aid, if they have been injured/severely injured. Contact parents/carers again, update them of the recovery and if the student has been injured.
- Arrange for an ambulance to be called as above.
- In the event we have a student who has been diagnosed with epilepsy and they require medication to stabilise them due to a seizure we will receive training as a whole staff team

12.4 Diabetes

- An Individual Healthcare Plan will be developed.
- Students diagnosed with Type 1 diabetes and have been prescribed insulin will be supported by staff who have specifically agreed to this responsibility and have received training and support from the Diabetic Nurses Team.
- A suitable private place will be provided for students to carry out blood tests and administer doses, e.g. Medical Room.
- Students will not be prevented from eating drinking or taking toilet breaks whenever they need to in order to manage their medical condition effectively.
- If a student has a hypo, they will not be left alone; a fast-acting sugar, such as glucose tablets, a glucose rich gel, or a sugary drink will be given immediately.
- Once the student has recovered, slower acting starchy food, such as a sandwich or two biscuits and a glass of milk, will be given, some 10-15 minutes later.

12.5 Encopresis

If the student is diagnosed with Encopresis (soiling clothes) the parent/carer will be asked to provide the Trust with a spare set of clothes. These will be labelled and kept in the agreed location.

Plan:

- If soiling occurs, a member of staff will quietly ask the student to leave the class with them, will collect the spare clothes and accompany the student to an area where the student can clean and change themselves with staff member adhering to all safeguarding protocols.
- The soiled clothes will be bagged and either sent home or washed at the Trust. The student must then bring back a spare set of clothing from their place of residence the next day. Parents/carers should be informed of the intervention carried out within Trust.
- If a student soils and there are no spare clothes, every attempt will be made to find them a suitable change of clothes from either the PE department or spare clothing located within Trust.
- Students who require support with their personal hygiene will be supported in line with the Academy's Intimate Care Policy

13 LIABILITY AND INDEMNITY

- The Trust Board will ensure that the appropriate level of insurance is in place for staff providing support to students with medical conditions and appropriately reflects the level of risk.
- The Trust will contact their insurers to extend their cover should a medical intervention fall outside the conditions covered by this policy.

14 COMPLAINTS

Parents/students should discuss any concerns directly with the Trust if they become dissatisfied with the support provided. If for whatever reason this does not resolve the issue, they may make a formal complaint via the Trust's complaints procedure.

15 TRUST PROCEDURES FOR MANAGING MEDICINES

- 1 Medicines should be brought to the Trust office by parents/carers. The designated member of staff will ask the parent to sign the relevant consent form or check the form downloaded from the Trust's website.
- 2 The designated person will check that the:
 - medicine is in its original container as dispensed by a chemist and details match those on the form;
 - label clearly states the child's
 - first and last name
 - name of medicine
 - dose required
 - method of administration
 - time/frequency of administration
 - patient information leaflet is present to identify any side effects;
 - medication is in date.
- 3 The designated person will log the medicine in the record book and store the medicine appropriately.
 - Medicines requiring refrigeration will be kept in the fridge in a clean storage container
 - A daily temperature of the fridge will be taken and recorded.
- 4 The designated person will administer medication at the appropriate time.
- 5 The following procedure will be followed:

- The student will be asked to state their name – this is checked against the label on the bottle, authorisation form and record sheet.
 - The name of the medicine will be checked against the authorisation form and record sheet.
 - The time, dosage and method of administration will be checked against the authorisation form and record sheet.
 - The expiry date will be checked and read out.
 - The medicine is administered.
 - The record sheet is signed by the designated person and the witness (*Controlled medication must be witnessed by a second adult. Some Trust's prefer that all medication is witnessed by a second adult*)
 - Any possible side effects will be noted.
 - The medicine is returned to appropriate storage.
- 6 If a child refuses to take their medicine, staff will not force them to do so. Staff will record the incident on CPOMS and follow agreed procedures (which are set out in the student's Healthcare Plan) and contact parents. If a refusal results in an emergency, the emergency procedures detailed in the Healthcare Plan will be followed.
- 7 If the designated person has concerns about a procedure or a medication that they are being asked to administer they will not administer the medicine but check with the parents or a health professional before taking further action.

Appendix

Template A

Health Care Plan

PHOTOGRAPHY
USE IMAGE ON WEBSITE
USE IMAGE IN PROSPECTUS OR PROMOTIONAL
MATERIAL
USE IMAGE IN MEDIA
RECORD ON VIDEO/WEBCAM

Diagnosis

Name of school/setting	
Childs name	
Date of birth	
Childs address	
Medical diagnosis or condition	
Date of Admission	
Leaving Date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Phone no. (work)	
(home)	
(mobile)	

Clinic / Hospital Contact

Name	
Phone Number	

G.P

Name	
Phone Number	

Describe medical needs and give details of child's symptoms

--

Daily care requirements (e.g. before sport / at lunchtime)

--

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

--

Follow up care

--

Who is responsible in an emergency? (State if different for offsite activities)

On site:	Off site:
----------	-----------

Updated:

Signature					
Date					

Document name	Sent	Rcvd
Medical History Form		
Consent to Medical/Dental Treatment Form		
Consent to administer Paracetamol Form		
Image consent form		
Consent to Prescribed Meds Form (if applicable)		
Consent to administer Hayfever Medication (prescription/non-prescription form) (if applicable)		
Asthma Inhaler Form (if applicable)		

Template B

Consent to Administer Medication

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

If more than one medicine is required a separate form should be completed for each one. Additional forms can be obtained from Reception or downloaded from the Trust's website.

Name of child	
Date of birth	
Medical illness or diagnosis	

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 Trust needs to know about?		
Self-administration	Yes	No
Prescription/Non-Prescription	Prescription	Non-prescription

NB: Medicines must be in the original container/packaging

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	

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

Delete as appropriate:

- **Prescribed Medication:** I will inform the Trust immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.
- **Non-prescription medication:** I confirm that I have administered this non-prescription medication, without adverse effect, to my child in the past. I will inform the Trust immediately, in writing, if my child subsequently is adversely affected by the above medication.

Parent/Carer Signature _____

Date _____

Name (print) _____

Template C

Record of medicine administered to an individual child

Name of School

Name of Child

Name & strength of medication-

Dosage

Date	Time	Dosage	Tablets In	Tablets out	Tablets Remaining	Staff signature	Witness signature	Child's signature

Any Reaction: