Medical & Asthma POLICY
2017

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<tr>
<td>Document Author</td>
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<td>Creation Date</td>
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<td>Approved by</td>
<td>M Wallace</td>
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<td>Governor with responsibility for Medical</td>
<td>Margaret Powell</td>
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<tr>
<td>Further enquiries should be addressed to</td>
<td><a href="mailto:office@fpjs.org.uk">office@fpjs.org.uk</a></td>
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FURZE PLATT JUNIOR SCHOOL

Policy for Supporting Pupils with Medical Needs and Managing Medicines

Principles

This policy reflects the values and philosophy of Furze Platt Junior School in relation to ensuring that all our children are able to access their education in a supportive environment, which is sensitive to any medical needs. It gives a framework within which staff, both teaching and non-teaching, work and it ensures that educational experiences and opportunities will be provided to enable all the children in our school to progress to the best of their ability. It identifies the roles and responsibilities of school, parents/carers and pupils, and promotes effective communication and co-operation between home and school.

A positive approach to a pupil’s medical needs will not only benefit the pupil directly, but can also positively influence the attitude of everyone in school.

Aims and Objectives

- To identify the roles and responsibilities of parents/carers, staff and pupils.
- To identify how pupils with long-term or complex medical needs will be supported.
- To establish procedures for managing prescription medicines which need to be taken during the school day, including on trips and outings.
- To establish written agreements prior to any medication being given.
- To identify the circumstances in which children may take any non-prescription medicines.
- To identify situations and establish procedures for pupils to carry and take their own medication.
- To establish efficient and effective record keeping systems.
- To establish and communicate arrangements for the access, storage and disposal of medication.
- To establish and communicate emergency procedures.
- To identify the training needs of staff in supporting pupils with medical needs.
- To establish and make available systems for parents/carers to provide the school with up-to-date information about their child’s medical needs.
- To establish risk assessment and management procedures.
Roles and Responsibilities

All staff caring for children have a common law duty of care to act like any reasonably prudent parent. Staff 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 taking place off site.

- Parents/carers should provide full information about their child’s medical needs, including details on medicines their child needs.
- Day to day decisions about the administration of medication and treatment is the responsibility of the Head Teacher.
- The Head Teacher will ensure that all staff are aware of their responsibilities and are given appropriate training and support.
- Any member of staff who agrees to accept responsibility for administration of prescribed medicines to a child will have appropriate training and guidance.
- Teachers who have pupils with additional medical needs in the class will need to be informed in detail of the day-to-day implications of the condition and what procedures are in place in school.
- Staff will be informed of what constitutes an emergency for any pupil with additional medical needs.
- Back up cover will be arranged for the absence or unavailability of designated members of staff who are responsible for administering medication or treatment.
- In making provision for a child with medical needs the child’s own views will be sought and taken into account wherever possible.
- Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions.
- Relevant health care professionals will advise on training that will help ensure that all medical conditions affecting pupils in the school are understood fully.
- All staff must be aware of the school’s policy for supporting pupils with medical conditions and their role in implementing that policy.
- Where the child has a special educational need identified in a statement or EHC [Education, Health and Care] plan, the individual health care plan should be linked to or become part of that statement or EHC plan.

Short Term Medical Needs

- Pupils should be kept at home if unwell.
- Medicines should only be taken to school where it would be detrimental to a child’s health if it were not administered during the school day.
- Parents/carers should request that their Doctor prescribes medication to fit around the school day whenever possible.
• Parents/carers are welcome to come into school during the day to administer medication to their child if, for example, the child has returned to school and is required to complete a course of antibiotics.
Long Term Medical Needs

• It is important that school is informed of any medical needs before a child starts school or as soon as possible following concerns or diagnosis.

• It is important for school to have sufficient medical information to ensure that the pupil's medical needs can be met.

• A written health care plan will be drawn up by relevant health care professionals. Agreement will be reached about the nature and additional level of support and supervision that school can provide.

• Where there is concern about the ability of school to meet particular medical needs, or where expectations go beyond what school considers reasonable, the Head Teacher will seek advice from relevant professionals, which may include the school nurse and the pupil's GP.

• Special arrangements may be made for pupils who attend hospital regularly as in-patients. This may include the Hospital and Home Education Service.

Individual Pupil Health Care Plan

The main purpose of an individual health care plan for a child with medical needs is to identify the level of support that is needed. Not all children who have medical needs will require an individual plan.

The health care plan will be drawn up by relevant health care professionals and will include:

• details of a child’s condition
• special requirement e.g. dietary needs, pre-activity precautions
• medication name(s), dosage(s) and timing
• any side effects of the medication
• what constitutes an emergency
• what action to take in an emergency
• what not to do in the event of an emergency
• who to contact in an emergency
• the role of school staff and other agencies, including documentation of training

Health care plans will be kept in the Medical Room. Health care plans will be reviewed at least once a year, but more frequently if necessary.
Self Management of Medication/Procedures

- Pupils will be supported and encouraged to manage their own medication whenever possible.
- A member of staff will supervise a pupil administering his/her own medication/procedure.
- There may be circumstances where it is not appropriate for a child of any age to self-manage.

Refusing Medication

- School staff will not force pupils to take medication.
- If a pupil refuses to take medication, this will be noted in the records and any procedures in the child’s health care plan will be followed. Parents/carers will be informed of the refusal on the same day.
- If refusal to take medicines results in an emergency, the emergency procedures will be followed.

Administration of Medication by School

- Medicines should only be taken to school where it would be detrimental to a child’s health if it were not administered during the school day.
- The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines will only be administered to a pupil with their parent’s/carer’s written consent (see forms in appendix 1).
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber’s instructions for administration.
- The school will never make changes to dosages on parental instructions.
- The school reserve the right to refuse to administer medication to a child if they deem it unsafe or are concerned about the type of medication
- Some support staff may have meeting the health care needs of pupils as part of their duties. The majority of teaching or support staff are not required to administer medication or treatment as part of their usual duties. It is a voluntary role and members of staff can alter their decision to administer medication or treatment at any time.
- Appropriate support and training will be arranged where necessary.

Non-Prescription Medicines

- Staff will never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents/carer (see form in appendix 1).
- Where the Head Teacher agrees to administer a non-prescribed medicine it must be in accordance with the employer’s policy.
The school reserve the right to refuse to administer medication to a child if they deem it unsafe or are concerned about the type of medication.
Confidentiality
Medical information will be treated confidentially. However, it will be essential to share some information to support the pupil in the most appropriate way.
On receipt of information the Head Teacher will:

- Agree with the pupil and/or the parent/carer who else in school will be informed of the medical condition.
- Agree with the pupil and parent/carer who else in school will have access to medical records and information kept in school.
- Explain to parents/carers that, if information is withheld from relevant members of the school staff, they cannot be responsible if they act incorrectly in good faith.

Record Keeping
Parents/carers are responsible for supplying information and for letting school know of any change in circumstances or regime, which may impact on school’s ability to support their child.
The parent/carer or doctor should provide written details, which include:

- name of child
- name of medication
- dose
- method of administration
- time and frequency of administration
- any side effects
- expiry date
Details of medicines will be recorded by parents/carers on the parental request or agreement form (see forms in appendix 1).
Staff will complete and sign a record each time they administer medicine to a child (see form in appendix 2).

School Trips
All pupils are encouraged to take part in school trips. Arrangements for taking medication will be taken into consideration. It is important to note that

- It may be necessary to carry out a risk assessment for a child with medical needs.
- School staff and Activity Centre Staff, if appropriate, must be made aware of any medical needs and relevant emergency procedures.
- A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency.
- Additional staff may be required to accompany the pupil.
- Where members of staff are concerned about issues relating to the pupil’s safety and their ability to meet the needs of the pupil, advice will be sought from parents/carers and relevant agencies.

Sporting Activities
Most pupils with medical conditions can participate in physical activities and extra-curricular sport. The curriculum is flexible enough to accommodate a range of needs and abilities. Physical activity can be beneficial to social and mental health and well being in addition to physical health.

- Advice on the suitability of particular activities will be sought and any restrictions set out in the individual health care plan.
- Staff supervising sporting activities must be made aware of relevant medical conditions and emergency procedures.
- Pupils who need to take medication before, during and/or directly after exercise are allowed to do so.

**Safety Management**

- All medicines may be harmful to anyone for whom they are not prescribed.
- The Head Teacher has a duty to ensure that the risks to the health of others in school are properly controlled.

**Storing Medicines**

- The school does not store large quantities of medication.
- Parents/carers are responsible for supplying medicines and for collecting them at the end of the course of treatment.
- The school will only store, supervise and administer medicine that has been prescribed for an individual child.
- Medicines will be stored strictly in accordance with product instructions and in the original container in which dispensed.
- Staff will ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.
- Where a child needs more than one prescribed medication, each one should be in a separate container with the correct labelling.
- Non-health professionals should never transfer medicines from their original containers. Parents/carers should request that the GP prescribes medicines in appropriately sized containers to minimise this and enable original containers to be brought into school.
- Pupils will know where their own medication is stored and the arrangements for accessing their medication.
- The Head Teacher is responsible for ensuring that medicines are stored safely.
- Medicines will be kept in a secure place, usually the Medical Room, in a labelled cupboard, filing cabinet or similar. If necessary, some medicines may be kept in another secure place, which is not accessible to pupils.
- Medication that needs to be kept in a refrigerator will be kept in the Medical Room refrigerator, in clearly labelled airtight containers. There will be restricted access to a refrigerator containing medicines.
- Some emergency medication, such as asthma inhalers and epi-pens, are made readily available to pupils and are not locked away. Labelled asthma inhalers are stored in a box in the Medical room. Labelled epi-pens are kept in a basket above the wall-mounted medicine cabinet between reception and the main office.
- With prior arrangement with parents/carers, pupils are allowed to carry their own asthma inhalers around school with them (see form in appendix 3). The inhalers must be labelled with the pupil’s name.

**Access to Medication**

- Children will have immediate access to their medicines when required.
- Medicines will only be accessible to those for whom they are prescribed.
- Pupils are supervised by an adult when collecting/taking medication. An exception is made for inhalers, which may be carried and administered by individual pupils.
- Special access arrangements for emergency medicines may be made as necessary.

**Disposal of Medicines**

School staff will not dispose of medicines. Parents/carers are responsible for the disposal of surplus or date expired medication and should collect it from school at the end of every term or sooner if appropriate. If parents/carers do not collect all medicines they will be taken to a local pharmacy for safe disposal.

Sharps boxes will be used for the disposal of needles. Sharps boxes can be obtained by parents/carers on prescription from the child’s GP or paediatrician. Arrangements for the collection and disposal of the boxes will be made with parents/carers, the School Nurse or the Local Authority’s environmental services.

**Hygiene and Infection Control**

All staff will be familiar with normal precautions for avoiding infection and following basic hygiene procedures. Staff will have access to protective disposable gloves and take care when dealing with blood or body fluids and disposing of dressings or equipment.

**Emergency Procedures**

Arrangements for dealing with emergency situations are in place as part of the school’s general risk management processes.

- All members of staff must familiarise themselves with procedures for calling the Emergency Services and should know who is responsible for carrying out emergency procedures in the event of need.
• Children should know what to do in the event of an emergency, such as telling a member of staff.
• A member of staff will accompany a child taken to hospital by ambulance, and stay there until the parent/carer arrives.
• Staff should never take children to hospital in their own car.
• Individual health care plans include instructions as to how to manage a child in an emergency, and identify who has the responsibility in an emergency.

Complaints
Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school’s complaint procedure.

Review and Evaluation
This policy is to be made available to all school staff, governors and parents/carers. This policy will be reviewed regularly to take account of changing circumstances. The effectiveness of these procedures will be monitored by staff and governors. Local or national directives will be addressed.

Date: Autumn Term 2014
Approved by Governing Body (date)

APPENDIX : ADDITIONAL INFORMATION RELATING TO SUPPORTING PUPILS WITH ASTHMA

FURZE PLATT JUNIOR SCHOOL
Oaken Grove, Maidenhead, SL6 6HQ

Aims and Objectives
identify how pupils with asthma will be supported
identify the training needs of staff in supporting pupils with asthma.
establish and make available systems for parents/carers to provide the school with up-to-date information about their child’s asthma.

Roles and Responsibilities
- Parents should inform school of any changes to usual routine (i.e.: night waking, reduction in “peak expiration flow rate”, increase of “preventer” medication at home. These may all be signs of an imminent asthma attack)
- The designated person responsible for asthma management in school is the Headteacher.
- The designated person will ensure that all staff are aware of their responsibilities and are trained in the management of asthma. (This can be provided by the school nurse on a yearly basis on request.)
- Any member of staff who agrees to accept responsibility for administration of prescribed medicines to a child will have appropriate training and guidance.
- Teachers who have pupils with asthma in their class will need to be informed in detail of the day-to-day implications of the condition and what procedures are in place in school. Parents are encouraged to discuss these needs with the pupil’s teacher or school office/Medical Admin.
- Temporary staff will be informed of pupils with asthma within their class.
- At different times of the day other staff may be responsible for pupils (i.e.: Lunchtime supervisors). It is important that they are provided with training and advice.
- Staff will be informed of what constitutes an emergency for any pupil with asthma.
- Back up cover will be arranged for the absence or unavailability of designated members of staff who are responsible for administering medication or treatment.
- In making provision for a child with asthma the child’s own views will be sought and taken into account wherever possible.
- The Governing Body will ensure that this policy is reviewed annually.

Long Term Needs
- It is important that school is informed of the asthma management procedure of a child before that child starts school or as soon as possible following concerns or diagnosis.
• It is important for the school to have relevant and up to date information to ensure that the pupil receives appropriate asthma management.

• A written health care plan will be drawn up by relevant health care professionals. Agreement will be reached about the nature and additional level of support and supervision that school can provide.

• Asthma UK encourages the self administration of inhalers. This will be considered in relation to the child’s ability and following consultation with parents/guardians and prescriber. Adult supervision should always be provided.

• Where there is concern about the ability of school to meet particular asthma management needs, or where expectations go beyond what school considers reasonable, the Head Teacher will seek advice from relevant professionals, which may include the school nurse (01753 638435) and the pupil’s GP.

• Special arrangements may be made for pupils who attend hospital regularly as in-patients. This may include the Hospital and Home Education Service.

Individual Pupil Health Care Plan
Some children with severe asthma may require an individual health care plan. The main purpose of an individual health care plan for a child with asthma is to identify the level of support that is needed. An individual health care plan can be obtained from www.medicalconditionsatschool.org.uk / managing medicines in schools and early years (DH, 2005), this will need to be completed in partnership with parent, school and the child's G.P. or medical representative. (Alternatively, a school asthma card should be provided for all pupils with asthma)

Administration of Inhalers by School staff
• School staffs understand that immediate access to inhaler is vital. Inhalers should not be locked away, but every child’s safety will be considered.

• The School recognises that Asthma UK encourages the child to carry their reliever inhaler and self administer where appropriate. This will be considered in relation to the child’s ability and following consultation with parents/guardians and prescriber. Adult supervision should always be provided.

• Medicines will only be administered to a pupil with their parent's/carer’s written consent (see forms in appendix 1). (School asthma card) Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber’s instructions for administration. It should be labelled with the child’s name, name of medication, dose and expiry date. (Pharmacists often put on labels
"give as directed", you should ask parents to explain to the pharmacist that this is to take to school and should be more explicit. Pharmacists’ are happy to do this. It would help if they could also write about emergency situations i.e. keep giving until ambulance arrives. They would know how best to word it.)

• The school will never make changes to dosages on parental instructions unless this is stipulated in the child’s individual health care plan.

• Teaching or support staff are not required by law to administer medication or treatment as part of their usual duties. However there are designated staff within the school who have the responsibility of meeting the health care needs of pupils as part of their duties. It is a voluntary role and members of staff can alter their decision to administer medication or treatment at any time.

• Parents/Guardians have the responsibility to ensure that inhalers are in date.

Non-Prescription Medicines

• Staff will never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents/carer (see form in appendix 1).

• Where the Head Teacher agrees to administer a non-prescribed medicine it must be in accordance with the employer’s policy.

• Aspirin should never be administered to any child under the age of 16.

• The school reserves the right to refuse to administer medication to a child if the deemed it unsafe or are concerned about the type of medication.[See school policy Supporting Pupils with Medical Needs and Managing Medicines]

Record Keeping

Parents/carers are responsible for supplying information and for letting school know of any change in circumstances or regime, which may impact on school’s ability to support their child.

The parent/carer or doctor should provide written details, which include:

• name of child
• name of medication
• dose
• method of administration
• time and frequency of administration
• any side effects
• expiry date

Details of medicines will be recorded by parents/carers on the parental request or agreement form (see Supporting pupils with Medical Needs and Managing Medicines: policy appendix 2).
Staff will complete and sign a record each time they administer medicine to a child (see Supporting pupils with Medical Needs and Managing Medicines: policy : appendix 2)

Staff will be vigilant of any deviations from the norm and inform parents of these at the end of the school day.

**School Trips**

All pupils are encouraged to take part in school trips. Arrangements for taking medication will be taken into consideration. It is important to note that

- It may be necessary to carry out a risk assessment for a child with asthma.
- School staff and Activity Centre Staff, if appropriate, must be made aware of any child with asthma and relevant emergency procedures.
- A copy of any individual health care plans should be taken on visits in the event of the information being needed in an emergency.
- Additional staff may be required to accompany the pupil.

Where members of staff are concerned about issues relating to the pupil’s safety and their ability to meet the needs of the pupil, advice will be sought from parents/carers and relevant agencies.

**Sporting Activities**

Most pupils with asthma can participate in physical activities and extra-curricular sport. This is encouraged. The curriculum is flexible enough to accommodate a range of needs and abilities. Physical activity can be beneficial to social and mental health and well being in addition to physical health.

- Advice on the suitability of particular activities will be sought and any restrictions set out in the individual health care plan.
- Staff supervising sporting activities must be made aware of children with asthma and emergency procedures.
- Pupils who need to take inhalers before, during and/or directly after exercise are allowed to do so.
- Where sporting activities are held “off site”, provision of inhalers will be accessible. If an inhaler is not accessible, the child will have to refrain from the activity unless otherwise stipulated in the individual health plan.

**Storing Medicines**

- Immediate access to reliever inhalers is vital. Asthma UK advocates that children should carry their reliever inhaler as soon as the parents, doctor or nurse and class teacher agree they are mature enough.
- Parents/carers are responsible for supplying medicines and for collecting them at the end of the course of treatment.
- The school will only store, supervise and administer medicine that has been prescribed for an individual child.
- Medicines will be stored strictly in accordance with product instructions and in the original container in which dispensed.
• Parent/carer should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration, failure to do so may result in mismanagement.

• Where a child needs more than one prescribed medication, each one should be in a separate container with the correct labelling.

• Non-health professionals should never transfer medicines from their original containers. Parents/carers should request that the GP prescribes medicines in appropriately sized containers to minimise this and enable original containers to be brought into school.

• Pupils and staff will know where medication is stored and the arrangements for accessing their medication.

• The Head Teacher is responsible for ensuring that medicines are stored safely.

• Asthma inhalers are made readily available to pupils and are not locked away. Labelled asthma inhalers are stored in a box in the Medical room.

• With prior arrangement with parents/carers, pupils are allowed to carry their own asthma inhalers around school with them (see Supporting pupils with Medical Needs and Managing Medicines: policy appendix 3). The inhalers must be labelled with the pupil’s name.

• In the event of an asthma attack, the inhaler will be taken to the pupil, and not the pupil to the inhaler.

School Environment

• Asthma environmental trigger factors will be assessed within the school through risk assessment procedures. These will be minimised wherever possible.
APPENDIX 1

FURZE PLATT JUNIOR SCHOOL
Oaken Grove, Maidenhead, SL6 6HQ

REQUEST FOR THE SCHOOL TO GIVE MEDICATION

I request that _____________________________ (Child’s FULL name)

be given the following medication:

Name of medicine: _____________________________

Dosage: _____________________________

at the following times during the day:

__________________________________________________

__________________________________________________

The above medicaments have been prescribed by the family doctor. They are clearly labelled indicating contents, dosage and child's name in FULL.

I understand that the medicine must be delivered and collected personally to the school office and accept that this is a service which the school is not obliged to undertake.

Signed: _____________________________

( parent/carer)

Date: _____________________________

NB. Medication will not be accepted in the school unless this letter is completed and signed by the parent or carer of the child and administration of the medicine is agreed by the Headteacher.

The Headteacher reserves the right to withdraw this service.
**Parental agreement for school to administer medicine**

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

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**Medicine**

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**Contact Details**

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<th>Address</th>
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| I understand that I must deliver the medicine personally to |
| [agreed member of staff]                                      |
|                                                             |

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I accept that this is a service that the school is not obliged to undertake.
I understand that I must notify the school of any changes in writing.

Date _________________________  Signature(s) _________________________
Record of medicines administered to all children

Name of school  Furze Platt junior School

<table>
<thead>
<tr>
<th>Date</th>
<th>Child’s name</th>
<th>Time</th>
<th>Name of medicine</th>
<th>Dose given</th>
<th>Any reactions</th>
<th>Signature of staff</th>
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Appendix 2
Appendix 3

Request for child to carry his/her own medicine

This form must be completed by parents/guardian

If staff have any concerns discuss this request with healthcare professionals

Name of school

Child's name

Class

Address

Name of medicine

Procedures to be taken in an emergency

Contact Information

Name

Daytime phone no.

Relationship to child

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed  ______________________________

Date  ______________________________

If more than one medicine is to be given a separate form should be completed for each one.