

St Anselm's Catholic School



Supporting Medical Conditions Policy

November 2016

Review due: November 2017

At St Anselm's School we have due regard for our duties under the Equality Act 2010.

This Medical Procedures Policy reflects our duties to; eliminate discrimination, advance equality of opportunity and foster good relations.

Policy statement

Section 100 of the Children and Families Act 2014 places a duty on Board of Governors of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.

The Board of Governors will ensure that all pupils with medical conditions in our school are supported to enable them to have full access to all aspects of the education provided and the same opportunities as other pupils, including access to school trips and physical education.

All pupils with medical conditions, in terms of either physical or mental health, will be properly supported so that they can play a full and active role at school, remain healthy and achieve their academic potential.

The school will consult and work in partnership with health and social care professionals, pupils and parents to ensure the needs of pupils with medical conditions are effectively met.

The school will ensure that there is a focus on the needs of each individual pupil and how their medical condition impacts on their school life.

The school will ensure staff are provided with appropriate training to provide whatever support pupils require, including training in what to do in an emergency.

All staff have a clear understanding that medical conditions should not be a barrier to learning and that they have a duty of care to pupils.

The named person with overall responsibility for pupils with medical needs is **Ms Hattie Elwes (headteacher)**.

The Office will be responsible for the administration of medication as set out in the published procedures and protocol.

Introduction

Parents* of children with medical conditions are often concerned that their child's health will deteriorate or not be effectively managed when they attend school. This is because pupils with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident that the school will provide effective support for their child's medical condition and that the children feel safe. In addition to the educational impacts, there are social and emotional implications associated with medical conditions. Children may be self-

conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression around their medical condition.

Long-term absences due to health problems affect children's educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health. Reintegration back into school should be properly supported so that children with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short-term and frequent absences, including those for appointments connected with a pupil's medical condition (which can often be lengthy), also need to be effectively managed and appropriate support put in place to limit the impact on the child's educational attainment and emotional and general wellbeing.

Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case the Board of Governors must comply with their duties under that Act.

Some children may have special educational needs (SEN) and a statement or Education, Health and Care (EHC) plan which brings together health and social care needs as well as their special education provision.

(* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority)

The school recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input from others and taking account of suggestions or advice received.

In order to ensure full implementation of this policy, pupils, parents, staff and relevant health and social care partners will be informed about it, copies will be provided as appropriate, access to the policy signposted and regular reminders will be put in place. In addition a staff training programme will be provided, which will take account of the need for specialist training (when required) for some key members of the staff team, as well as generic training for all staff. In addition, all new staff, including supply and temporary staff, will be informed of the policy and their responsibilities.

Staff Awareness, Training and Support

All staff in the school are made aware of any pupils with additional medical needs and the systems in place to support them. This information is regularly updated.

All staff understand their duty of care to pupils at all times and in the event of an emergency. Action required in an emergency for the common serious conditions is displayed in the staff room and in the main office.

All staff supporting pupils with medical needs will receive relevant training. Training provided will be planned in conjunction with the school lead and relevant external medical professionals. Training for staff will be at a level which ensures staff members are competent and have confidence in their ability to support pupils effectively and to fulfil the requirements set out in their individual healthcare plans.

Training will be refreshed on an annual basis or as required. A record is kept by the school detailing training provided and who attended. The record is reviewed annually to ensure staff are suitably trained.

If there is a need for a child to be taken to hospital the parent will be informed, a member of staff (wherever possible someone familiar to the child) will always accompany the child and stay with them until a parent or responsible family member arrives. The school will ensure a copy of the child's healthcare plan is taken to the hospital with the child wherever possible.

All staff accompanying children on off-site visits will be made aware of pupils with medical conditions involved in the trip and any relevant information necessary.

Notification that a pupil has a medical condition, process for ensuring support is put in place and individual healthcare plans

Notification may come through a statement of SEN, an Education, Health and Care (EHC) plan, from a medical practitioner or from the parent / carer of the child. When a pupil is starting at our school at the usual transition points, and has an identified medical condition, we will ensure that arrangements are in place in time for the start of the relevant school term.

In other cases, such as a new diagnosis or children moving mid-term, we would expect to have arrangements in place within two weeks of notification or admission.

The usual process for supporting a pupil with medical needs will be by establishing an Individual Healthcare plan. Individual Healthcare plans help to ensure that pupils with medical needs are effectively supported. The plan provides clarity about what needs to be done, when and by whom. The plan is helpful in the majority of cases and especially for long-term and complex medical conditions, although not all children will require one. The level of detail within the Individual Healthcare plan will depend on the complexity of the child's condition and the degree of support needed. The school recognizes that different children with the same health condition may require very different support.

Individual Healthcare plans may be initiated by a member of school staff or a healthcare professional involved in providing care to the child. Where the child has SEN the Individual Healthcare plan will be linked to the child's statement or EHC plan.

Individual Healthcare Plans will include the following information:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (its side-effects and its storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues eg crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs, including how absences will be managed, support to catch up with work missed, additional time for exams, counselling etc
- Who will provide this support, their training needs and cover arrangements in their absence
- Who in the school needs to be aware of the child's condition and the support required

- Written permission for medication to be administered by a member of staff, or self-administered by individual pupils during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate eg 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 who to contact, and contingency arrangements

Responsibility for the wellbeing of the pupil will not be left to one person; a team of people will be identified to ensure that the pupil's health, safety and emotional well being are supported. Close liaison between the school and the relevant healthcare providers will be developed to ensure that the needs of the pupil are fully catered for and reasonable adjustments made to ensure inclusion.

A flow chart setting out the process for identifying and agreeing the support a child needs is at Appendix B

Individual healthcare plans are used by the school to ensure that pupils with medical conditions are effectively supported to access the curriculum and wider school life.

They are developed in the context of assessing and managing risks to the child's education, health and social well-being and to minimise time out of school /learning.

Where a child is absent from school for over 15 days in an academic year due to illness the school will review the plan, taking into account information received from health practitioners involved in their care, and a referral made (if appropriate) to the Local Authority (LA) medical provision. For Wandsworth resident children, this is the Home and Hospital Tuition Service, children resident in other boroughs will be referred to the equivalent service in their LA.

Record keeping, Healthcare Plan register and reviews

The Board of Governors, through delegation to the school, will ensure that robust records are kept relating to pupils with medical conditions including:

- Their Individual Healthcare Plans, key staff involved and the review processes
- Administration of medication
- Training
- Emergency procedures
- Parental permission forms

As part of the admission, transition and enrolment process, parents are asked to complete a form identifying if their child has any health conditions or health issues and if so these should be recorded appropriately when the child is admitted to the school. Parents are expected to update the school if their child's medical needs change.

Individual healthcare plans are used to create a centralised register of pupils with medical needs. An identified member of staff has responsibility for maintaining and updating the register, and will contact parents if any further information or clarification is required.

The healthcare register will be securely kept, all staff will respect pupil confidentiality and permission will be sought from parents and pupils before any medical information is shared with any other party. The school seeks permission from parents to allow the healthcare plan to be sent ahead to emergency care staff should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included in the healthcare plan.

Apart from the central copy, specified members of staff (agreed by the pupil and parents) hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.

All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.

When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.

All individual healthcare plans will be reviewed annually as a minimum. Staff at the school will also use opportunities such as teacher-parent consultations and home school dairies to ensure information held is accurate and updated where needed.

Parents and pupils will always be provided with a copy of the pupil's current plan. An anonymised overview report on the support for pupils with medical conditions will be presented to the Board of Governors annually. The report will be prepared by the SENCO and will summarise key issues emerging from the plans and processes in place including issues re access to the curriculum.

Consent to administer medicines, storage and administration of medication at school

Where children are unwell and not fit to be in school, and where they are suffering from an infection which may be passed to others, children should remain at home to be cared for and looked after.

PRESCRIPTION MEDICINES

Medicines should only be taken to school when essential: that is where it would be detrimental to the child's health if the medicine was not administered during the school day. For example, when a patient is completing "4 a day" dose of antibiotics.

If children require medicines during the school day, the parent must first speak to the Head teacher who will give permission for staff to administer the medicine.

- The school can administer prescription medicines but only if the prescribed dose requires the child to take the medicine 4 times a day. (D of H Guidance)
- We will only administer prescription medicines.
- Medicines must always be provided in the original container as dispensed by the pharmacist and include the prescribers instructions for administration.

- Medicines must be clearly marked with the child's name, date of birth and clear instructions.
- The school should be informed of any possible side effects; if a child has had a reaction to the medicine then the school may not be able to administer it.
- The appropriate dosage should be included with the medicine.
- Medicines should be taken to the school office by the parent or carer and collected at the end of the day.
- Parents/Carers must complete a consent form. Medicines will only be accepted for administration on completion of this form by the Parent/Carer.
- Parents can come into school to administer medicines at lunch/break times but they must inform the office first.
- If a child refuses to take their medicine they will not be forced to do so and the school will inform the parents/carers of their refusal.
- Medicines will be stored in accordance with the product instructions.

Medication will not be administered without signed parental approval.

NON PRESCRIPTION MEDICINES

- Parents may come into school to administer non prescriptive medicines.
- The school may administer non prescriptive allergy medicines with approval of the Headteacher, and only if the parents complete the appropriate consent form.
- School staff can only administer ibuprofen and aspirin if it has been prescribed by a doctor.
- Children must not carry cough sweets, paracetamol or other medicines in school.
- If a child needs sun cream (by permission), they must apply it themselves, with adult supervision if necessary. Adults can not apply it for the children.

STORAGE OF MEDICINES

Large volumes of medicines will not be stored; the school will only store medicines that have been prescribed for a particular child. They will be stored away from children, be in their original contained and refrigerated if necessary.

DISPOSAL OF MEDICINES

The school will not dispose of out of date medicines, it is the responsibility of the parent/carers to come to school and replace out of date medicines.

ASTHMA INHALERS

In order to support children with asthma, they should take charge of and use their inhaler from an early age. Pupils of Year 3 and above should be encouraged to carry their own inhalers. If a pupil is too young or immature to take responsibility then an inhaler and spacer can be left in school for a member of staff to administer.

- The parent/carer must complete the consent form 3B before the inhaler and spacer will be accepted and administered by the school.
- The parent/carer should inform the school of any triggers that may cause an attack and give the school clear instructions on when to administer the inhaler.

All inhalers should be clearly labelled with the following information;

- Pharmacist's original label
- Pupil's name and date of birth
- Name and strength of the medication
- Dosage and frequency
- Dispensing date
- Expiry date
- Some pupils, particularly younger ones may use a spacer with their inhaler; this also needs to be labelled with their name. The spacer device should be taken home at least once a term for cleaning.
- The parent/carer is responsible for renewing out of date and empty inhalers.
- Inhalers will be taken on school outings and the class teacher will take responsibility for the inhaler if the child is not old enough to carry their own.
- Parents/carers will be informed if a pupil is using their inhaler excessively.

Individual Care Plans

Individual Care Plans need only be in place if the pupil has severe asthma which may result in an emergency.

EPIPENS & ADMINISTERING PIRITON FOR ALLERGIC REACTIONS

An Epipen can only be administered by school staff that have volunteered and have been designated as appropriate by the Headteacher, having undertaken the correct training.

- The parent/carer must supply the school with a full list of allergies and clear instructions on treatment e.g., when to administer Piriton/Epipen
- The parent/carer must complete consent form 3b before medicines can be accepted by the school.
- The Epipen/Piriton will be readily accessible for use in an emergency. It should be kept in the original named box.
- It is the parent's/carer's responsibility to ensure the Epipen and medicines are in date. Expiry dates and discolouration of contents should be checked regularly by the parent/carer and they have responsibility to replace it as necessary.

- The use of the Epipen must be recorded on the appropriate form with time, date and full signature of person who administered the Epipen.
- Immediately after the Epipen is administered a 999 ambulance call must be made and parents notified. If two adults are present the 999 call should be made at the same time as administering the Epipen. The used Epipen must be given to the ambulance personnel.
- Staff will take the child to hospital in their own car if the Head Teacher decides it is necessary.
- It is the parents/carers responsibility to renew the Epipen before the child returns to school.
- The use of Piriton must be recorded on the appropriate form and the parents should be informed.
- Epipens will be taken on all school outings and the class teacher or designated First Aider will take responsibility for the Epipen.

Residential visits and School Trips

Parents are sent a residential visit / school trips form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.

All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan.

All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

If the form includes current issues of medication - a discussion is held with the parent about how the medical condition will be managed whilst on the trip.

An inclusive school environment which is favourable to pupils with medical conditions, including the physical environment, as well as social, sporting and educational activities

At St Anselm's, we are committed to providing a physical environment that is accessible to pupils with medical conditions and this includes school trips and journeys.

At both schools we endeavour to ensure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school. Furthermore, the schools ensure the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as breakfast club, school productions, after school clubs and residential visits.

All staff at St Anselm's are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

Staff use opportunities such as personal, social, health and citizen education (PSHCE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

At St Anselm's we understand the importance of all pupils taking part in sports, games and activities. The school ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils. However we also ensure all classroom teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell. Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities, and all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers. If a child is requiring special arrangements during PE lessons due to illness or an injury a Doctor's note will be requested and an explanation should be provided by the medical professional. This should also indicate length of expected recovery.

The school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed. Furthermore, where applicable, we ensure all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

We also promote the positive participation in clubs and as a school we ensure that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided. If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at our school understand that this may be due to their medical condition.

Teachers are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SENCO.

It is school policy to ensure that risk assessments are carried out prior to any out of- school visit and medical conditions are considered during this process. Factors we consider include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

As a school we understand that there may be additional medication, equipment or other factors to consider when planning residential visits.

Health and safety, including common triggers that can make medical conditions worse or can bring on an emergency

St Anselm's is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits:

- Each class and medical area has a list of children with medical needs /allergies.
- Medical needs / allergy lists updated annually, or more often when required. E.g. new admissions.
- A photograph of children with severe allergies / medical needs is attached to the list and provided to the class teacher.
- Staff training on reducing and identifying triggers is regular and recorded.

Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including work experience placements and residential visits, taking into account the needs of pupils with medical conditions. All medical emergencies and significant incidents are reviewed to ascertain whether and/or how they could have been avoided. Appropriate changes to policy and procedures are implemented after each review.

Roles and responsibilities

We work in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

The Board of Governors will ensure that:

- Arrangements are in place to support pupils with medical conditions.
- Pupils are enabled to access the fullest possible participation in all aspects of school life.
- All staff have received the appropriate level of training and are competent to support pupils.
- They receive annual updates as to the effective working of the policy.
- Ensure that they review this carefully and ensure implementation of any changes or recommendations arising from the review.

The headteacher leads responsibility for the implementation and review of the policy and will ensure that:

- The school is inclusive and welcoming
- The policy is in line with national guidance and expectations, is put into action and maintained
- Liaise with other interested and relevant parties (including parents and pupils, school health, community and acute health services, the local authority services etc)
- Ensure information help by the school is accurate and up to date and good communication and information sharing systems are in place
- Ensure pupil confidentiality is respected
- Assess the training and development needs of staff and arrange for them to be met
- Ensure all staff are aware of the policy, including supply teachers and new staff
- Delegate tasks appropriately to named members of staff

- Monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders and update it as and when necessary
- Report back to governors and to all key stakeholders about the implementation of the medical conditions policy.

All staff at the school have a responsibility to:

- Be aware of and understand the school's medical conditions policy
- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- Allow all pupils to have immediate access to their emergency medication when necessary
- Maintain effective communication with parents including informing them if their child has been unwell at school
- Ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in, and understand the impact a medical condition may have on a pupil and make any reasonable adjustments to accommodate this (eg that pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed, and are not forced to take part in an activity if they are unwell)
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, including help to catch up with work when the pupil has been unwell
- Use opportunities such as PSHCE and other areas of the curriculum to raise pupil awareness about medical conditions

Specific responsibilities of key staff

The **admin officers** for the school will keep an overview of any pupils whose medical needs impact on their learning, will advise staff working directly with them and ensure appropriate strategies are put in place to support them

Staff with first aid training will give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school and when necessary ensure that an ambulance or other professional medical help is called.

The **admin officers** will ensure all medication is correctly stored and labelled, regularly reviewed, in date and that parents provide new medication as needed.

School nurse / school health team will be involved in the healthcare planning for pupils with medical needs as appropriate. This may include

- Informing the school of pupils in need of a health care plan
- Initiating healthcare plans when relevant
- Contributing to healthcare plans and their review
- Ensuring parental consent is obtained and recorded
- Help in providing regular training for school staff in managing the most common medical conditions at school
- Advising on training on less common conditions, including providing information about where the school can access other specialist training
- Collating relevant health information to support pupil, family and school to inform the healthcare plan
- Supporting pupils and parents as appropriate

Individual doctors and specialist healthcare professionals caring for pupils who attend this school have a responsibility to:

- Complete the pupil's Healthcare Plans provided by parents
- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- Offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self-manage their condition
- Ensure the child or young person knows how to take their medication effectively
- Ensure children and young people have regular reviews of their condition and their medication
- Provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents)
- Understand and provide input in to the school's medical conditions policy

The pupils at this school have a responsibility to:

- Treat other pupils with and without a medical condition equally
- Tell their parents, teacher or nearest staff member when they are not feeling well
- Let a member of staff know if another pupil is feeling unwell
- Let any pupil take their medication when they need it, and ensure a member of staff is called
- Treat all medication with respect
- Know how to gain access to their medication in an emergency
- If mature and old enough, know how to take their own medication and to take it when they need it

- Ensure a member of staff is called in an emergency situation.

The parents* of a child at this school have a responsibility to:

- Tell the school if their child has a medical condition
- Ensure the school has a complete and up-to-date Healthcare Plan for their child
- Inform the school about the medication their child requires during school hours
- Inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- Tell the school about any changes to their child's medication, what they take, when, and how much
- Inform the school of any changes to their child's condition
- Ensure their child's medication and medical devices are labelled with their child's full name and class
- Provide the school with appropriate spare medication labelled with their child's name
- Ensure that their child's medication is within expiry dates
- Keep their child at home if they are not well enough to attend school
- Ensure their child catches up on any school work they have missed
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

(* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.)

Unacceptable practices

The DfE guidance 2014 lists the following unacceptable practices. This policy is designed to ensure that these issues are avoided and that there is an ongoing dialogue between school, pupils and parents so that all pupils and parents feel confident in the processes in place in the school.

Unacceptable practice:

- To prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- To assume that every child with the same condition requires the same treatment;
- To ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- To send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- If the child becomes ill, to send them to the school office unaccompanied or with someone unsuitable;
- To prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- To prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

Policy review

This policy is regularly reviewed and updated, taking account of guidance issued by the government. The school will seek feedback from all stakeholders, both within the school and other partners. The views of pupils with medical conditions and their parents will be actively sought and are central to the evaluation and review process.

Appendix B

Flow chart of Procedures

School made aware of medical condition

- New diagnosis
- Child moving to new school

Parent or health professional informs school



Head Teacher or delegated lead from school co-ordinates meeting to agree individual healthcare plan (IHP)

Attendees should include

- Parent
- Child (if appropriate)
- Specialist nurse
- School nurse
- GP
- Physiotherapist, OT or SLT if involved with the child's care
- Paediatrician or consultant (where possible - if not report from him/her)
- Key school staff



Clarify medical condition and healthcare needs of the child.

Develop IHP and agree who will write it

Identify school staff training needs



Specialist nurse / school nurse delivers training and staff signed off as competent



IHP implemented and circulated to all relevant staff



IHP reviewed annually or when condition changes

IHP updated and re-circulated

Additional training provided for staff members if necessary

St Anselm's Catholic Primary School

Parental agreement for school to administer medicine

The school will not give your child medicine unless you sign this form, please note the school can only administer antibiotics if your child has to take the medicine four times a day.

Child's Name _____

Year Group _____

Name and strength of medicine _____

Expiry date _____

Dose to be administered _____

At what time(s)? _____

Any other instructions _____

Has your child had any reaction _____
to this medicine (If yes, please state)

Note: medicines must be in the original container as dispensed by the pharmacy

Daytime phone number of parent _____
or adult contact

Name and phone number of GP _____

The above information to the best of my knowledge is accurate at the time of writing and I give consent for the school to administer the medicine. I understand that it is my responsibility to collect the medicine at the end of the day from the school office.

Parent's signature: _____ Print Name: _____

Date: _____

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

St Anselm's Catholic Primary School

Parental agreement for the school/setting to administer medicine

The school will not give your child medicine unless you complete and sign this form. It is the duty of the Parent/carer to inform the school when the medicine is required.

Child's Name _____

Year Group _____

Medical Condition _____

Name and strength of medicine _____

Expiry Date _____

How much to give
(i.e dose to be given) _____

When to be given _____

Any other instructions

Number of tablets/quantity to be
given to school _____

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

Daytime phone number of parent
or adult contact _____

Name and phone number of GP

The above information to the best of my knowledge is accurate at the time of writing and I give consent to the school staff administering the medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I understand that it is my duty to ensure that the medicines are in date and I agree to collect the medicines at the end of each school year.

Parent's signature _____ Print Name

Date _____

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

