

## **Foxmoor School**

### **Supporting Pupils with Medical Conditions**

**(Up-dated May 2018)**



Please note:

Throughout this policy, the term 'parent' implies any person or body with parental responsibility such as a foster parent, carer, guardian or the Local Authority.

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# Supporting Pupils with Medical Conditions

## **Introduction – An Inclusive Community**

Foxmoor Primary School is an inclusive community that aims to support and welcome pupils with medical conditions and to provide the same opportunities as others at school. This school aims to include all pupils with medical conditions in all school activities

At Foxmoor we understand that medical conditions should not be a barrier to learning so we will ensure that all staff understand their duty of care to children in the event of an emergency and feel confident in knowing what to do in an emergency.

Pupils with medical conditions are encouraged to take control of their condition and the school will make every effort to ensure that they are confident in the support they receive to help them do this. There will be an expectation that medical intervention in school time should be minimised to ensure full access to the curriculum.

This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill-managed or misunderstood. Therefore, we will ensure that all staff understand the common medical conditions that affect children at this school and receive training on the impact this can have on pupils.

## **Community Consultation**

The school will consult on the development of this medical condition policy with a wide-range of key stakeholders within both the school and health settings. These key stakeholders include:

- pupils with medical conditions;
- parents;
- School Nurse;
- Head Teacher & Class Teachers;
- Special Educational Needs Coordinator SENDCo;
- members of staff trained in first aid;
- all other school staff;
- local emergency healthcare staff (such as accident & emergency staff and paramedics);
- local healthcare professionals;
- the Local Authority;
- School governors.

The views of pupils with various medical conditions have been sought and considered as part of the consultation process.

This school recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

## School and Community Involvement in the Policy

**The Medical Conditions Policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation.**

Pupils, parents/carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy regularly through clear communication.

### Staff Awareness and Training

- Staff are aware of the most common serious medical conditions at this school and they understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required (under common law duty of care) to act like any reasonably prudent parent. This may include administering medication.
- Staff are aware that there is no legal or contractual duty to administer medication, or supervise a pupil taking medication.
- Staff who work with groups of pupils at this school receive training and know what to do for the pupils with medical conditions who are in their care. Training is refreshed for all staff at least once a year.
- Action for staff to take in an emergency, for the common serious conditions at this school, is displayed in prominent locations for all staff.

All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required, at this school have an Individual Healthcare Plan (IHP) which explains what help they need in an emergency (Appendix 2). The school uses Individual Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need medical assistance. These are kept securely in the child's classroom but accessible to those who need it.

The school will ensure that all staff providing support to a pupil have received suitable training and ongoing support to ensure they have the confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP.

### General Emergency Procedures

The school will ensure that all staff know what action to take in the event of a medical emergency. This includes:

- how to contact emergency services and what information to give and who to contact within the school;
- new staff and supply staff are inducted into school processes;
- action to take in a general medical emergency is displayed in prominent locations for staff.

If a pupil needs to be taken to hospital and their parent or carer is not immediately available, a member of staff will accompany them and will stay with them until a parent/carer arrives. The school tries to ensure that the staff member will be one the pupil knows.

The school has procedures in place so that a copy of the pupil's Healthcare Plan (in the red emergency file) is sent to the emergency care setting with the pupil. When this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible. This school will make arrangements with the local hospital to ensure the timely transfer of Healthcare Plans to the hospital in the event of an emergency.

Staff must not take pupils to hospital in their own car. An ambulance will always be sent for.

## Administering Medication

- The school will not administer prescribed medication without a parent / carer's written consent.
- When administering medication the school staff will check the required dosage and when the previous dose was given.
- 2 people will be present; the quantity of medicine/number of tablets will be checked by them before and after administration, they will confirm that the correct dosage has been administered and then the medication record will be signed;
- All pupils at this school with medical conditions have easy access to their medication. This will only be administered under the supervision of a named member of staff at the school - even if the pupil can administer the medication him/herself.
- All staff understand the importance of medication being taken as prescribed and training will be given to staff members who administer medication to pupils.
- When a pupil is off-site his/her medication will be carried by a responsible adult, who will be available to administer the medicine and assist the pupil. All staff attending off-site visits are aware of any pupils present who have medical conditions. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. This is always addressed in the risk assessment for off-site activities.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to provide the service.
- Parents/carers at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, they must notify the school immediately.
- If a pupil misuses medication, either his or her own or another pupil's, his/her parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

If a pupil at refuses their medication, staff record this and follow procedures. Parents/carers are informed as soon as possible.

## Storing Medicines at School

- School ensures that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment, e.g. asthma inhalers, epi-pens etc. are readily available wherever the child is in the school or involved in off-site activities, and are not locked away. Children should know exactly where to access their medication.
- There is an identified member of staff who ensures the correct storage of medication at school. Medication is stored in accordance with instructions, paying particular note to temperature.
- All controlled drugs are kept securely in the school office.
- Three times a year the identified member of staff checks the expiry dates for all medication stored at school; this check is documented. All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Some medication for pupils at may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are inaccessible to pupils.

## Safe Disposal

- Parents/carers are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term. If parents do not pick up out-of-date medication, or it is not collected at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to school.
- Collection and disposal of sharps boxes is dealt with appropriately.

## Record keeping & Individual Healthcare Plans (IHPs)

- As part of the school's admissions process and annual data collection exercise parents/carers are asked if their child has any medical conditions.
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- The pupil (where appropriate) parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
- The school makes sure that the pupil's confidentiality is protected.
- This school seeks permission from parents/carers before sharing any medical information with any other party.
- The school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

## Consent to Administer Medicines

If a pupil requires regular prescribed medication at school, parents/carers are asked to provide consent, whether this is on a regular/daily basis or a short course of medicine. (Appendix 4) is used to record this.

## Residential visits and School Trips

Parents/carers 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 (Appendix 1). 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 parents/carers 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 / carer about how the medical condition will be managed whilst on the trip.

- All residential visit forms are taken by the relevant staff member on residential visits and out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan.
- Non-prescribed medication is administered, if signed for, on residential trips only (e.g. travel sickness pills and Calpol).

The school holds training on common and specific medical conditions, led by a healthcare professional. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure staff are suitably trained.

## **Inclusive school environment for children with medical conditions**

### **Physical environment.**

- Foxmoor School is committed to providing a physical environment that is accessible to pupils with medical conditions; this includes social, sporting and educational activities.

### **Social interactions.**

- Foxmoor School ensures 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.
- Foxmoor School ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.
- All staff at this school are aware of the potential social difficulties that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with difficulties in accordance with the school's anti-bullying and behaviour policies.
- Staff use opportunities such as personal, social and health education (PSHE) and science lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

### **Exercise and physical activity - Foxmoor School:**

- understands the importance of all pupils taking part in off site visits and physical activity;
- ensures all school staff and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils;
- ensures all school staff and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell;
- School staff and visiting sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities;
- ensures all school staff and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising, and how to minimize these triggers;
- ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed;
- ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.



## Education and Learning.

Staff at Foxmoor School:

- 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;
- ensure that if a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition;
- are aware of the potential for pupils with medical conditions to have special educational needs Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SENCO. The SENCO consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

## Residential visits.

Risk assessments are carried out by the school Health and Safety officer prior to any out-of-school visit, and medical conditions are considered during this process. Factors this school considers include: how all pupils will be able to access the proposed activities; how routine and emergency medication will be stored and administered; and where help can be obtained in an emergency. This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits.

## Reducing or eliminating common triggers that can exacerbate medical conditions.

Foxmoor School:

- is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits;
- ensures staff have been given training on medical conditions; this training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions;
- has a list of potential triggers for the common medical conditions at this school and, if required, the school will produce a trigger reduction schedule and will actively work towards reducing or eliminating these health and safety risks;
- uses Individual Healthcare Plans to identify individual pupils who are sensitive to particular triggers and there is a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day;
- reviews medical emergencies and incidents to see how they could have been avoided and then appropriate changes to the school's policy and procedures are implemented after each review.

## Roles and Responsibilities

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

The following roles and responsibilities are used for the Medical Conditions Policy at this school. These roles are understood and communicated regularly.



## Governors

*"Governing Bodies - must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that a pupil with medical conditions is supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions."* [Supporting Pupils with Medical Conditions April 2014.](#)

Governors will receive annual updates as to the effective working of the policy, including numbers of pupils and key issues arising from school health care plans and training provided.

## Head Teacher

The Headteacher has a responsibility to:

- ensure the school is inclusive and welcoming and that the Medical Conditions Policy is in line with local and national guidance and policy frameworks;
- liaise between interested parties including pupils, school staff, special educational needs coordinators, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services;
- ensure the policy is put into action, with good communication of the policy to all;
- ensure every aspect of the policy is maintained;
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Individual Healthcare Plans;
- ensure pupil confidentiality;
- assess the training and development needs of staff and arrange for them to be met;
- ensure all supply teachers and new staff know the Medical Conditions Policy;
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register (see Appendix 4 - Children with Medical Conditions);
- monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholder;
- update the policy at least once a year according to review recommendations and recent local and national guidance and legislation;
- report back to all key stakeholders about implementation of the Medical Conditions Policy.

## All School Staff

All staff at this school have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency;
- understand the school's Medical Conditions Policy;
- 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;
- 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;
- are aware of pupils with medical conditions who may be experiencing bullying or need extra social support;
- understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell);
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in;
- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed;
- ensure prescription medication or a medical procedure is undertaken by a trained member of staff.

### **Teaching Staff**

Teachers at this school have a responsibility to:

- ensure pupils who have been unwell catch up on missed school work;
- are aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it;
- liaise with parents, the pupil's healthcare professionals and SENCO if a child is falling behind with their work because of their condition;
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

### **Class teachers have the responsibility to:**

- know which pupils in their class have a medical condition and which have special educational needs because of their condition;
- ensure pupils who have been unwell catch up on missed schoolwork;
- ensure that the necessary arrangements are made if a pupil needs special consideration or access arrangements in statutory tests.
- 

### **The SENDCo has the responsibility to:**

- help update the school's Medical Conditions Policy with Head Teacher;
- know which pupils have a medical condition and which have special educational needs because of their condition.

## **School Nurse or Healthcare Professional**

School Nursing Service will not necessarily be aware of all pupils' medical conditions, but there is a clear expectation from the school that the school nursing services will be involved in the care plan process, as appropriate, including the following:

- initiating and updating health care plans, regularly;
- informing the school of pupils in need for a health care plan;
- helping update the school's Medical Conditions Policy, including recommending training;
- helping to provide regular training for school staff in managing the most common medical conditions at school and advising training on less common conditions;
- collating relevant health information to support pupil, family and school to inform the health care plan;
- providing information about where the school can access other specialist training.
- ensuring health care plans are designed to maximise attendance at school and engagement with learning, including effective reintegration to schools;
- the School Nurse will seek permission from the parents/ carers of children who have or require a health care plan.

## **Local Doctors and Specialist Healthcare Professionals**

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 / carers;
- 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 / carers) 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 / carers);
- understand and provide input into the school's Medical Conditions Policy.

## **Emergency Care Services**

Emergency care service personnel in this area have a responsibility to:

- have an agreed system for receiving information held by the school about children's medical conditions, to ensure the best possible care;
- understand and provide input in to the school's Medical Conditions Policy.

## Pupils

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 if there is a problem with this;
- treat all medication with respect and not touch or take that prescribed for another;
- know how to gain access to their medication in an emergency;
- ensure a member of staff is called in an emergency situation;
- if mature and old enough, know how to take their own medication and to take it when they need it.

## Parents

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;
- 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 and 48 hours after vomiting/diarrhoea;
- 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.

## **First Aid**

### **Training:**

All training is given by a qualified Health Professional (St John's Ambulance)

**Every** member of staff at Foxmoor School – including: Teaching Assistants, admin staff, mid-day supervisors and cleaning staff have basic Emergency First Aid at Work training, with additional elements included for working with children.

This training is refreshed/updated at a whole-school INSET every two years, and specific training is given to new employees or when a child presents with a new condition for which the staff have not been trained.

The above includes training on the treatment, and procedures needed in an emergency, for the following conditions:

- Asthma: supporting asthmatics and the correct use of inhalers;
- Anaphylactic shock: the correct application of the Epi-pen;
- Epilepsy: how to deal with fits, convulsions and seizures;
- Diabetes: how to recognise signs of hypoglycaemia or hyperglycaemia;

There are currently 8 fully accredited 'First Aiders' having qualified after the 3 day course: 'First Aid at Work' – their training is up-dated every 2 years – 3 of these have 'Paediatric First Aid' qualifications.

A fully accredited 'First Aider' accompanies all off-site activities.

### **First aiders at this school have a responsibility to:**

- give immediate help to casualties with common injuries or illnesses;
- when necessary, ensure that an ambulance or other professional medical help is called;
- enter all incidents, with details of reaction, injury, intervention and outcome, onto the school accident record.

.....

The DfE guidance 2014 lists the following unacceptable practices. This Guidance notes these issues, and notes that it is important that there is a dialogue between school and parents so that the parent feels confident in the process.

### **This school considers it to be unacceptable practice to:**

- prevent children from accessing easily their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- 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;
- send children who have become ill to the school office or medical facility unaccompanied, or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;

- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school visits, e.g. by requiring parents to accompany the child.

**From: [Supporting Pupils at School with Medical Conditions 2014](#)**

## **Policy Review**

This school's Medical Condition Policy is reviewed, evaluated and updated every year, in line with the school's policy review timeline.

New Department for Education (DfE) and Department of Health guidance will feed into the review.

In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the Medical Conditions Policy with a wide-range of key stakeholders within the school and health settings.

## **Links to other policies**

This policy links to the following school policies:

- [Accessibility plan](#)
  - [Complaints](#)
  - [Equality information and objectives](#)
  - [First aid](#)
  - [Health and safety](#)
  - [Safeguarding](#)
  - [Special educational needs information report and policy](#)
-

**Confidential Parental Consent Form**  
(to be distributed with full details of the visit)

**Consent for participation in the visit**

Visit Leaders name \_\_\_\_\_

Visit to: \_\_\_\_\_

Date(s)/Times: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**I agree to my son/daughter** \_\_\_\_\_ **(name)** taking part in the above-mentioned visit and, having read the information provided, agree to his/her participation in any or all of the activities\* described. I acknowledge the need for obedience and responsible behaviour on his/her part. I understand that there is some level of risk in every activity but that this visit will be managed to minimise the risks involved. I understand the extent and limitations of the insurance cover provided. I understand that as part of the planned transport arrangements, or in emergency, it may be necessary for participants to be transported in staff vehicles.

\*If there are any activities in which your child cannot participate, please give details:

If water activities are involved, is your child confident in water?

**YES / NO / NOTAPPLICABLE**

**1. Medical information, declarations and consent**

a) Son/daughter's date of birth: \_\_\_\_\_

**b)** Does your son/daughter suffer from any conditions of which the Visit Leader should be aware: **YES/NO**

If YES, please give details of anything the leader needs to know to ensure the safety and care of your child e.g. illness, travel sickness, allergies, night-time tendencies (sleepwalking, nightmares, bed-wetting) etc.

c) Details of any medication

Name of medication	Dosage	Times of day or circumstances to be given	Method of administration

Any special precautions, side effects of medication etc:



**Pupils's Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**I give my consent** \*\* for a member of staff to administer the above medication which I will deliver to the visit leader before the visit. I understand staff leading the visit are not qualified medical practitioners but that they will take reasonable care in the administration of the medication and will endeavour to respond appropriately should emergency treatment be required.

**I am the parent /carer I give my consent** \*\* for my son/daughter to self-administer the above drugs. **YES/NO**

**\*\* delete if not applicable**

**d)** To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be, or become, contagious or infectious? : **YES/NO**

If **YES**, please give brief details.

**e)** Is your son/daughter allergic to any medication: **YES/NO**

If **YES**, please specify.

**f)** When did your son/daughter last receive a tetanus injection? **Date:**

**g)** Please outline any special dietary requirements of your child:

**h)** **As a parent of the above pupil, I undertake** to inform the visit leader as soon as possible of any change in the medical condition or other circumstances between now and the commencement of the journey.

**i)** **As a parent of the above pupil, I agree** to my son/daughter receiving emergency medical treatment, including anaesthetic and blood transfusion, as considered necessary by the medical authorities present.

## **2. Contact numbers**

**a)** *I may be contacted by telephoning the following numbers:*

Work: \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

My home address is: \_\_\_\_\_  
\_\_\_\_\_

**b)** *If I am not available, please contact:*

Name: \_\_\_\_\_ Telephone Numbers: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

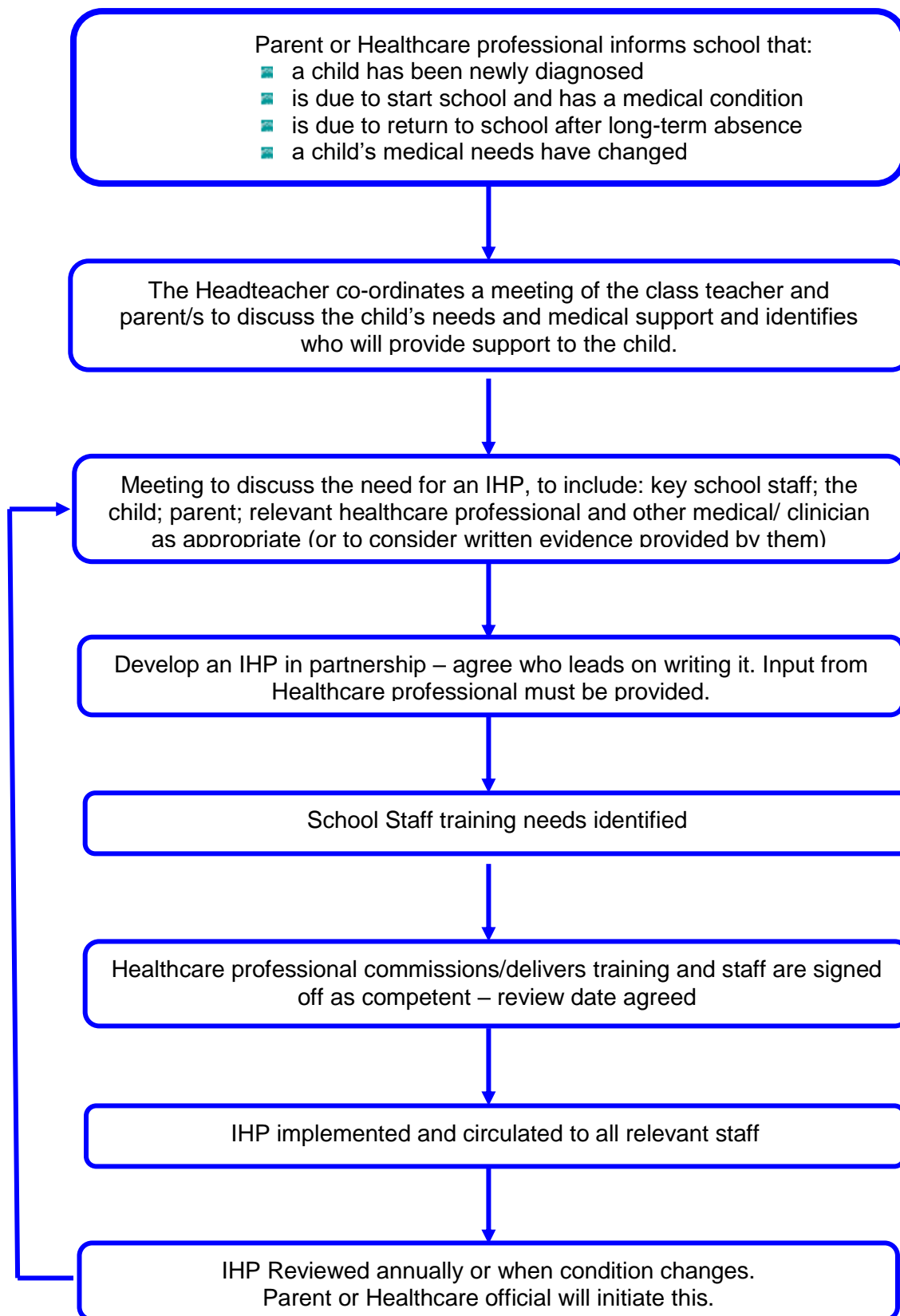
Name, address and telephone number of family Doctor \_\_\_\_\_  
\_\_\_\_\_

**Any other relevant information** (Please provide NHS number if known and/or home postcode so that medical records can be found quickly on hospital systems if this became necessary).

**3. Signed:**.....**Date Signed:**

These details should be available to the emergency contact for the visit. A copy of this form should be taken by leader on the visit

## Process for developing Individual Healthcare Plans (IHPs)



**Foxmoor Primary School  
Consent Form for the Administration of Medicine**

My child \_\_\_\_\_ requires the following medication to be administered in school.

Date	Name of Medicine	Method of Administration	Dosage	Time of day to be given	Medication Administered		
					Date	Time	Signed

- I give consent for a qualified first aider to administer the above medication.
- I undertake to deliver the medication to the school office in the original child proof container, which will be administered in accordance with the above instructions. The medication will be stored as specified on the original container.
- I acknowledge that any staff involved in the administration of medicine in school are not qualified medical practitioners nor holding themselves out to be qualified medical practitioners.
- I understand that the qualified first aider in the school will take care in the administration of medicines in school and endeavour to respond appropriately in all circumstances should emergency treatment be required.

Signed: \_\_\_\_\_ (parent/carer)

Please Print: \_\_\_\_\_ (parent/carer)

