



MEDICAL CONDITIONS POLICY

Last Review:	March 2016
Committee:	SLT
Date Ratified:	01/03/2016
Next Review:	March 2018

1. Rationale

- 1.1 This school is an inclusive community that aims to support and welcome students with medical conditions and aims to provide all students, with all medical conditions, the same opportunities as others at the school. Medical conditions, for the purpose of this policy are conditions that require specific medical treatment, such as anaphylaxis, asthma, diabetes or epilepsy. It also covers students with temporary medical conditions whilst they are under medical treatment. The policy aims to ensure that these identified students have an individual Healthcare Plan.
- 1.2 The Medical Conditions Policy is drawn up in consultation with a wide range of key stakeholders within the school and health settings and should be used in conjunction with other relevant policies, such as the Health and Safety Policy.

2. Communication Plan

- 2.1 The Medical Conditions Policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation
- 2.2 Students are informed and regularly reminded about the medical conditions policy:
 - 2.2.1 through the school council
 - 2.2.2 in the school newsletter
 - 2.2.3 in personal, social and health education
 - 2.2.4 Through school-wide communication
- 2.3 Parents are informed and regularly reminded about the medical conditions policy:

- 2.3.1 by referencing Medical Conditions and Healthcare Plans in the Essential Information document for parents
- 2.3.2 at the start of the school year when communication is sent out about Healthcare Plans
- 2.3.3 in the school newsletter
- 2.3.4 when their child is enrolled as a new student
- 2.3.5 via the school's website
- 2.3.6 through school-wide communication

2.4 School staff are informed and regularly reminded about the medical conditions policy:

- 2.4.1 at scheduled medical conditions training
- 2.4.2 via the staff handbook
- 2.4.3 through school-wide communication e.g. staff bulletin, email, network shared documents.

3. What to do in an emergency

3.1 All staff understand what to do in an emergency for the most common serious medical conditions at this school (heart conditions, anaphylaxis, asthma, diabetes, seizures).

- 3.1.1 The Emergency Protocol is displayed in prominent places around the school for staff. Healthcare Plans are used to inform the appropriate staff of students in their care who may need emergency help.
- 3.1.2 Procedures are in place so that if requested, a copy of the student's Healthcare Plan is sent to an emergency care setting.
- 3.1.3 If a student needs to be taken to hospital, the parent/carer will be informed. Generally, staff should not take students to hospital in their own car.
- 3.1.4 In the event of a student needing to go to hospital a member of staff, when appropriate, will remain with the student until the parent/carer arrives to take over the duty of care.

4. All students understand what to do in an emergency

4.1 All students are reminded to inform the nearest member of staff immediately in the event of a medical emergency.

5. Administration of emergency medication

- 5.1 All students with medical conditions have **easy access to their emergency medication**.
- 5.2 All students are encouraged to carry and administer their own emergency medication. All students carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.
- 5.3 Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- 5.4 Students who do not carry and administer their own emergency medication understand the

arrangements for a member of staff (as specified on the emergency medication form) to assist in helping them take their medication safely.

6. Administration of general medication

6.1 All use of medication defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of a named member of staff.

This school understands the importance of medication being taken as prescribed.

6.2 All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so.

6.3 There are staff at this school who have been specifically contracted to administer medication and training is given.

6.4 All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.

6.5 In some circumstances medication is only administered by an adult of the same gender as the student, and preferably witnessed by a second adult.

6.6 Parents understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

6.7 If a student refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

6.8 All staff attending off-site visits are aware of any students with medical conditions on the visit. 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.

6.9 If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service. For off-site activities, this is addressed at the planning stage.

6.10 If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the School's usual disciplinary procedures.

7. Storage of Medication at School

7.1 Safe storage – emergency medication. Emergency medication is readily available to students who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff. Students carry their emergency medication on them at all times. Students are reminded by appropriate staff to carry their emergency medication with them.

7.2 Safe storage – non-emergency medication. All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Students with medical conditions know where their medication is stored and how to access it. Students can carry non-emergency medication on them if the signed consent form is held by the Student Welfare Officer. Staff ensure that medication is only accessible to those for whom it is prescribed.

7.3 Safe storage – general. The Student Welfare Officer ensures the correct storage of medication at school. All controlled drugs are kept in a locked cupboard and only named staff have access, even if students normally administer the medication themselves.

7.4 The Student Welfare Officer regularly checks the expiry dates for all medication stored at school.

7.5 The Student Welfare Officer, along with the parents of students with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the

student's name, the name and dose of the medication and the frequency of dose.

7.6 All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the student's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

7.7 Medication is stored in accordance with instructions, paying particular note to temperature.

7.8 Some medication for students at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled.

7.9 It is the parent's responsibility to ensure new and in date medication comes into school before the expiry of existing stocks.

8. Safe disposal

8.1 Parents at this school are asked to collect out-of-date medication.

8.2 If parents do not pick up out-of-date medication, it is taken to a local pharmacy for safe disposal.

8.3 The Student Welfare Officer is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done regularly and is always documented.

8.4 A sharps box is used for the disposal of needles if necessary. All sharps boxes in this school are stored securely and disposed of in line with environmental regulations.

8.5 All students who have a requirement for their own sharps box are responsible, via their parents, for obtaining this and for its safe disposal when full.

9. Record Keeping and Healthcare Plans

9.1 Enrolment forms - parents are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of their academic career at the school. Parents are then requested to provide updates when changes to their child's health occur.

9.2 Drawing up Healthcare Plans - this school uses a Healthcare Plan to record important details about individual students' medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.

9.21 A Healthcare Plan is sent to all parents of students with a long-term medical condition, with a covering letter:

- at enrolment
- when a diagnosis is first communicated to the school.

9.22 If a student has a short-term medical condition that requires medication during school hours, a medication form is sent to the student's parents to complete, by the Qualified First Aider.

9.23 The parents, healthcare professional and student with a medical condition, are asked to fill out the student's Healthcare Plan together. Parents then return these completed forms to the school.

9.24 This school ensures that a relevant member of school staff is also present, if required to help draw up a Healthcare Plan for students with complex healthcare or educational needs.

9.3 School Healthcare Plan Register. Healthcare Plans are used to create a centralised register of students with medical needs. An identified member of staff has responsibility for the register. The Student Welfare Officer follows up with the parents any further details on a student's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

9.4 Ongoing Communication and Review of Healthcare Plans. Parents at this school are regularly reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.

9.41 Every student with a Healthcare Plan at this school has their plan discussed and reviewed as appropriate.

9.5 Storage and Access to Healthcare Plans. Parents and students are provided with a copy of the student's current agreed Healthcare Plan on request

9.51 Healthcare Plans are kept in a central location at school.

9.52 Apart from the central copy, specified members of staff hold copies of students' Healthcare Plans. These copies are updated at the same time as the central copy.

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

9.54 When a member of staff is new to a student group, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of students in their care.

9.55 This school ensures that all staff protect student confidentiality.

9.56 Permission from parents is sought 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 on the Healthcare Plan.

9.6 Use of Healthcare Plans. Healthcare Plans are used to:

- inform the appropriate staff about the individual needs of a student with a medical condition in their care
- remind students with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- identify common or important individual triggers for students with medical conditions at school that bring on symptoms and can cause emergencies. This information is used to help reduce the impact of common triggers
- ensure that all medication stored at school is within the expiry date
- ensure local emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency
- remind parents of students with medical conditions to ensure that any medication kept at school for their child is within its expiry dates, including spare medication.

10. Consent to Administer Medicines

10.1 If a student requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the student or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for students taking short courses of medication.

10.2 All parents of students with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.

10.3 If a student requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the student's Healthcare Plan. The school and parents keep a copy of this agreement.

10.4 Parents of students with medical conditions are all asked at the start of the school year on the Healthcare Plan if they and their child's healthcare professional believe the child is able to

manage, carry and administer their own emergency medication.

11. Medical Action Plans

11.1 If there is a deterioration in the student's condition, which may affect their attendance at school, a Medical Action Plan may also be drawn up to support the student's individual needs.

11.2 Medical Action Plans are drawn up by the Head of House who may also consult any or none of the following: the parent/carer, the student, the Education Welfare Officer, local healthcare professionals, Student Welfare Officer and the Pastoral Support Worker.

11.3 Medical action plans are stored in the student's file and a copy is held by parents and relevant Head of House.

12. Residential Visits

Parents are requested to provide details of the student's current condition and their overall health during the planning stages of residential visits as outlined in the Educational Visits Policy.

12.1 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.

12.2 All parents of students with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication if required.

13. Common Triggers Related to Medical Conditions. This school is aware of the common triggers that can make medical conditions worse or can bring on an emergency and is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

13.1 School staff are given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.

13.2 This school uses Healthcare Plans to identify individual students who are sensitive to particular triggers.

13.3 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 students with medical conditions.

13.4 The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented as required.

14. Responsibilities

Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy

- This school works in partnership with all interested and relevant parties including the Governing Body, all school staff, parents, employers, community healthcare professionals and students to ensure the policy is planned, implemented and maintained successfully.

14.1 The Governing Body has a responsibility to:

- ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all students). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- ensure health and safety policies and risk assessments are inclusive of the needs of students with

medical conditions

- make sure the Medical Conditions Policy is effectively monitored and evaluated and regularly updated
- report to parents, students and school staff about the successes and areas for improvement of this school's Medical Conditions Policy
- provide indemnity for staff who volunteer to administer medication to students with medical conditions.

14.2 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
- ensure there is communication between interested parties including students, school staff, the Special Educational Needs Coordinator, pastoral support/welfare officers, 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
- assess the training and development needs of staff and arrange for them to be met

14.3 The Assistant Headteacher (Pastoral) has a responsibility to:

- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using students' Healthcare Plans
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy regularly, with input from students, parents, staff and external stakeholders
- update the policy as appropriate 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.

14.4 School Staff 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 students in their care have a medical condition and be familiar with the content of the student's Healthcare Plan
- allow all students 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 students who carry their medication with them have it when they go on a school visit or out of the classroom
- be aware of students 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 students (students should not be forced to take part in any activity if they feel unwell)
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

14.5 Teaching Staff have a responsibility to:

- ensure students who have been unwell catch up on missed school work
- be aware that medical conditions can affect a student's learning and provide extra help when students need it
- liaise with parents, the student's healthcare professionals, Special Educational Needs Coordinator and welfare officers 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 student awareness about medical conditions.

14.6 School Nurse or School Healthcare Professional has a responsibility to:

- help update the Medical Conditions Policy
- help provide regular training for school staff in managing the most common medical conditions at school
- provide information about where the school can access other specialist training.

14.7 Student Welfare Officer (SWO) has a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- when necessary ensure that an ambulance or other professional medical help is called.
- notify the relevant Head of House about major incidents involving students with medical conditions from their House.
- to maintain all central medical records.
- cross check records to ensure students with medical conditions, or students presenting with new medical conditions have a Healthcare Plan, and if they don't, initiate the procedure to create one.
- to maintain the safe storage and disposal of medicines.

14.8 Inclusion Manager has the responsibility to:

- help update the Medical Conditions Policy
- know which students have a medical condition and which have special educational needs because of their condition
- ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or course work.

14.9 Heads of House/Pastoral Support Worker have the responsibility to:

- help update the Medical Conditions Policy
- know which relevant students have a medical condition and which have special educational needs because of their condition
- ensure all relevant students with medical conditions are not excluded unnecessarily from activities they wish to take part in.

14.10 Local Doctors and Specialist Healthcare Professionals. Individual doctors and specialist healthcare professionals caring for students who attend this school, have a responsibility to:

- complete the student'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 student and their parents).

14.11 The students at this school have a responsibility to:

- treat other students 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 student is feeling unwell
- let any student take their medication when they need it, and ensure a member of staff is called, if necessary
- treat all medication with respect
- know how to gain access to their medication in an emergency
- 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.

14.12 The Parents/Carers 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 is supplied, wherever possible, in its original containers
- 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.

15. Useful Legislation

Supporting Students with Medical Conditions in Schools [Dec 2015]. Key points:

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

15.1 Special Educational Needs and Disability Code of Practice: 0 – 25 years [June 2014]

This statutory code contains:

- Details of legal requirements that you must follow without exception.
- Statutory guidance that you must follow by law unless there's a good reason not to.
- It explains the duties of local authorities, health bodies, schools and colleges to provide for those with special educational needs under part 3 of the Children and Families Act 2014.

The code, which applies to England, is for:

- headteachers and principals
- governing bodies
- school and college staff
- special educational needs (SEN) coordinators
- early education providers
- local authorities
- health and social services staff

15.2 Health and Safety at Work Act 1974

This act places duties on employers for the health and safety of their employees and anyone else on their premises. This covers the head teacher and teachers, non-teaching staff, students and visitors.

15.3 Management of Health and Safety at Work Regulations 1999 plus Amendments (2006)

These regulations require employers to carry out risk assessments, manage the risks identified and to communicate these risks and measures taken to employees.

15.4 Medicines Act 1968

This act specifies the way that medicines are prescribed, supplied and administered.

16. Monitoring

The Assistant Headteacher (Pastoral) and the Inclusion Manager will monitor the implementation of this policy and its application as it develops, ensuring actual procedures are in line with the documentation.

17. Evaluation

This Medical Conditions Policy is reviewed, evaluated and updated regularly.

17.1 New Department for Education and Department of Health guidance is sought and fed into the review.

17.2 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, including students, parents/carers, School Nurse and/or school healthcare professionals, Headteacher, teachers, Inclusion Manager, Heads of House/Pastoral Support Worker, Qualified First Aiders, all other school staff, local health professionals, Governors. The views of students with various medical conditions are sought and considered important to the evaluation process.

Appendix 9

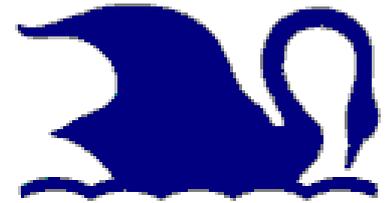
Standard Documents

1. Healthcare Plan
2. Healthcare Plan Letter
3. Medication permission

Date form completed: _____

Date for review: _____

Copies held by : _____



Individual Support Plan (Health)

For students with medical conditions at school

1. Student information

Name of Student: _____

Tutor Group: _____

Date of birth: _____

Head of House: _____

Male Female

2. Contact information

Student's address: _____

Postcode: _____

Family Contact

Name		Name	
Relationship to child		Relationship to child	
Home		Home	
Work		Work	
Mobile		Mobile	
Other		Other	

GP

Name: _____

Phone: _____

Specialist contact

Name: _____

Phone: _____

Medical condition

3. Details of student's medical conditions

Signs and symptoms of this student's condition:

Triggers or things that make this student's condition/s worse:

4. Routine healthcare requirements

(For example, dietary, therapy, nursing needs or before physical activity)

During school hours:

Outside school hours:

5. What to do in an emergency

6. Regular medication taken during school hours

Medication 1

Name/type of medication
(as described on the container):

Dose and method of administration (the amount taken and how the medication is taken, e.g. tablets, inhaler, injection)

When it is taken (time of day)?

Are there any side effects that could affect this student at school?

Are there any contradictions (signs when this medication should not be given)?

Medication expiry date:

Self-administration: can the student Administer the medication themselves?

yes no yes, with supervision by school office staff

Is this the medication to be taken in an emergency? *If not complete next page*

Medication 2

Name/type of medication
(as described on the container):

Dose and method of administration (the amount taken and how the medication is taken, e.g. tablets, inhaler, injection)

When it is taken (time of day)?

Are there any side effects that could affect this student at school?

Are there any contradictions (signs when this medication should not be given)?

Medication expiry date:

Self-administration: can the student Administer the medication themselves?

yes no yes, with supervision by school office staff

Is this the medication to be taken in an emergency? *If not complete next page*

7. Emergency medication

(if different from regular medication)

Name/type of medication (as described on the container):

Describe what signs or symptoms indicate an emergency for this student

Dose and method of administration (how the medication is taken and the amount)

Are there any contradictions (signs when medication should not be given)?

Are there any side effects that the school needs to know about?

Self-administration: can the student administer the medication themselves?

yes no yes, with supervision by office staff or first aider

Is there any other follow-up care necessary?

Who should be notified?

Parents Specialist GP

8. Regular medication taken outside of school hours

(for background information and to inform planning for residential trips)

Name/type of medication (as described on the container):

Are there any side effects that the school needs to know about that could affect school activities?

9. Specialist education arrangements required

(e.g. activities to be avoided, special educational needs)

10. Any specialist arrangements required for off-site activities

(please note the school will send parents a separate form prior to each residential visit/off-site activity)

11. Any other information relating to the student's healthcare in school?

Parental and student agreement

I agree that the medical information contained in this plan is up-to-date and accurate and may be shared with individuals involved with my/my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing

Signed _____
Student

Date _____

Print name _____

Signed _____
Parent (if student is below the age of 14)

Date _____

Print name _____

Healthcare professional agreement *(if required)*

- I agree that the information is accurate and up to date.

Signed _____

Date _____

Print name _____ Job title _____

Permission for emergency medication

- I agree that I/my child can be administered my/their medication by a member of staff in an emergency
- I agree that my child **cannot** keep their medication with them and the school will make the necessary medication storage arrangements
- I agree that I/my child **can** keep my/their medication with me/them for use when necessary
- I agree to notify the school of any changes to my/my child's condition

Name of medication carried by student _____

Signed _____

Date _____

Parent/guardian (or student if above age of legal capacity) _____

Inclusion Manager

It is agreed that (name of child) _____

- Will receive the above listed medication at the above listed time
- Will receive the above listed medication in an emergency

This plan will be reviewed within 12 months. _____

Dear Parent / Carer

Re: The Healthcare Plan

Thank you for informing us of your child's condition.

As part of our Medical Conditions Policy, we are asking all parents of children with a medical condition to complete a school Healthcare Plan for their child/children. Please complete the plan, with the assistance of your child's healthcare professional, ensuring that your child's healthcare professional completes the relevant box on the last page of the form, and return it to the school.

Your child's completed plan will store helpful details about your child's medical condition, current medication, triggers, individual symptoms and emergency contact numbers. The plan will help school staff to better understand your child's individual condition.

Please ensure the school is kept informed about changes to your child's medical condition or medication, including any changes to how much medication they need to take and when they need to take it, so that your child's Healthcare Plan can remain up to date.

I look forward to receiving your child's Healthcare Plan.

Thank you for your help.

Yours sincerely

Mrs R Henry
Student Welfare officer



MEDICATION FORM

Student's name Tutor group

I give the main office permission to give my child the following medication at the specified times.

Name of medication

Dose tablet(s)/spoonful(s)

is/are to be given (*specify time*).....

Reason for medication

Any specific information (e.g. to be taken with water/after a meal etc):

.....
.....

Signed (Parent/guardian) Date.....

This form is to be returned to the **school office**.

Request for child to carry his/her own medicine at Oldfield School

This form must be completed by parents/guardian. ***If staff have any concerns discuss this request with healthcare professionals***

Student's name Tutor group

Address

Name of medication

Reason for medication

Procedures to be taken in an emergency

Contact Information

Name Relationship to child Daytime phone no.

I would like my child to keep their medication on them for use as necessary

Signed (Parent/guardian) Date.....

This form is to be returned to the **Student Welfare Officer**
