

Original Date Written	Latest Date Reviewed	Date Adopted	Date for Review
September 2016		September 2016	September 2017

# Marlborough St Mary's CE VC Primary School Infants



MARLBOROUGH  
ST MARY'S  
PRIMARY SCHOOL

## Medical Conditions Policy

Based on DfE guidance Sept 2014 & 'Medical Conditions at School' <http://medicalconditionsatschool.org.uk/>

# Marlborough St Mary's CE VC Primary School Infants

## Medical Conditions Policy

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committee.

St Mary's School is an inclusive community that supports and welcomes pupils with medical conditions and aims to provide pupils with all medical conditions the same opportunities as others.

We ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.

We will help to ensure children with medical conditions are happy, healthy and safe, reach their potential in terms of achievement and are completely integrated into the school.

The school ensures that:

- all staff understand their duty of care to children in the event of an emergency
- all staff feel confident in knowing what to do in an emergency
- certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood
- all staff understand the importance of medication being taken as prescribed
- All staff understand the common medical conditions that affect children at the school
- staff receive training on the impact medical conditions can have on pupils
- parents and carers of pupils with medical conditions feel secure in the care their children receive at this school
- The medical conditions policy is understood and supported by the whole school and local health community
- pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this.

The School's medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders within both the school and health settings. The views of pupils with various medical conditions were actively sought and considered central to the consultation process.

The Headteacher with the support of the School SENCO has overall responsibility for:

- implementation of the policy
- monitoring of individual healthcare plans
- ensuring relevant risk assessments are completed for school activities outside of the normal timetable
- ensuring that staff are trained and are aware of children's medical conditions and that supply teachers are briefed
- ensuring that cover arrangements are in place when necessary.

### **Communication**

The medical conditions (MCs) policy is supported by clear communication to staff, parents and

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other key stakeholders to ensure its full implementation.

- Parents are informed about the MCs Policy when their child is enrolled as a new pupil and by signposting access through School newsletters to the policy statement on the School's website.
- School staff are informed and reminded about the MCs Policy through:
  - copies handed out at the first staff meeting of the school year and before Healthcare Plans are distributed to parents
  - at scheduled MCs training
  - the policy being displayed in the staff room
  - involvement in the monitoring and evaluation of the policy.
- All supply and temporary staff including key health care staff are informed of the policy and their responsibilities.

### **Notification**

- 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 each school year or whenever a new pupil joins the school.
- When a child with a medical condition applies to join the school a healthcare plan is compiled detailing the condition, the support that is required and any individuals who will be involved in the care (See below for details).

### **Emergency Procedures**

Individual healthcare plans will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

#### **All staff understand and are trained in what to do in an emergency for the most common serious MCs at this school**

- Staff at this school 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.
- All staff who work with groups of pupils at this school receive regular training and know what to do in an emergency for the pupils in their care with MCs.
- Action for staff to take in a medical emergency for the common serious conditions at this school is displayed in prominent locations for all staff including classrooms, food preparation areas, sporting facilities and the staff room.
- This school uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- In the event of an emergency the school has procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

#### **All staff understand and are trained in the school's general emergency procedures**

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- 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
  - who to contact within the school.
- Training is refreshed for all staff at least once a year.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.
- Generally, staff should not take pupils to hospital in their own car. This school has clear guidance from the local authority on when (and if) this is appropriate.

**The school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.**

- School staff have been given training on MCs. This training includes detailed information on how to avoid and reduce exposure to common triggers for common MCs.
- The school has a list of common triggers for the common MCs at this school and information about how to avoid these common triggers has been provided to all school staff (See Appendix 1-Form 6). The school has written a trigger reduction schedule and is actively working towards reducing or eliminating these health and safety risks.
- This school uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.
- 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 MCs.
- 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 after each review.

## **Medication**

### **Administration of medication at school**

**Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans).** In some cases, written instructions from the parent or on the medication container dispensed by the pharmacist may be considered sufficient. Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

- All pupils at this school with MCs have easy access to their emergency medication.
- When parents and health specialists determine they are able to start taking responsibility for their condition pupils are encouraged to carry and administer their own 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.
- Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it and understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.
- All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff at this

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school.

- This school understands the importance of medication being taken as prescribed.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.
- For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- In some circumstances medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.
- Parents at this school 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.
- If a pupil at this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.
- If a pupil at this school needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts are provided. All drivers and escorts have the same training as school staff, know what to do in a medical emergency and are aware of any pupils in their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Healthcare Plans.
- Staff attending off-site visits are aware of any pupils with MCs 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.
- 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. This is always addressed in the risk assessment for off-site activities.
- If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

### **Consent to administer medicines**

- If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A separate form is given to parents for pupils taking short course of medication.
- The Healthcare Plan also asks the parents if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.
- All parents of pupils 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.
- If a pupil requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the pupil's Healthcare Plan. The school and parents keep a copy of this agreement.

### **Storage of medication**

- Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and

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needs to be locked up, the keys are readily available and not held personally by members of staff.

- Some pupils at the school may carry their emergency medication on them. Pupils, whose healthcare professionals and parents advise the school that their child is not yet able or old enough to self-manage and carry their own emergency medication, know exactly where to access their emergency medication.
- All medication (non-emergency and controlled drugs) are kept securely in a cool dry place, in a lockable cupboard. Pupils with MCs know where their medication is stored and how to access it. Only named staff have access to controlled drugs, even if pupils administer the medication themselves.
- Staff ensure that medication is only accessible to those for whom it is prescribed. **Claire Dawson**, assisted by **Pauline Devenish**, is the identified member of staff who ensures the correct storage of medication.
- The identified member of staff, along with the parents of pupils with MCs, ensures that all emergency and non-emergency medication brought in to school is supplied and stored, wherever possible in its' original containers. In addition, they ensure that all medication is clearly labeled with the pupil's name, expiry date, the name of the medication and the prescriber's instructions for administration, including dose and frequency. This includes all medication that pupils carry themselves.
- All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

### **Safe disposal**

- Parents at this school are asked to collect out-of-date medication.
- If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year and is always documented.
- Sharps boxes, obtained by the parents from the GP or paediatrician on prescription are used for the disposal of needles. 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 a local pharmacy, school or the pupil's parent.
- Collection and disposal of sharps boxes is arranged with the LAs environmental services.

### **Record keeping**

- Written records are kept of all medicines administered to children and of any instances of children refusing medication.

## Healthcare Plans

For some children with complex, long term MCs the school will provide a healthcare plan. The school, healthcare professional and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. Where a child has SEN but does not have a statement or EHC plan, their special educational needs should be mentioned in their individual healthcare plan.

- A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition.
- If a pupil has a short-term medical condition that requires medication during school hours the child's parents are asked to complete a medication form (See Appendix 1 – Form 1 and Appendix 1 – Form 3).
- Parents, healthcare professional and the pupil with the medical condition, are asked to fill out the pupil's Healthcare Plan together. Parents then return these completed forms to the school.
- The school ensures that a relevant member of school staff is also present, if required to help draw up a Healthcare Plan for pupils with complex healthcare or educational needs.
- Every Healthcare plan is discussed and reviewed at least once a year.

The Healthcare Plan should:

- describe the medical condition, its triggers, signs, symptoms and treatments;
- specify the pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons;
- identify specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, additional support in catching up with lessons, counselling sessions;
- decide the level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- make clear who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- list who in the school needs to be aware of the child's condition and the support required;
- make arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;
- organise 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, e.g. risk assessments;
- ensure that where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- specify what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

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## **School Healthcare Plan register**

- Healthcare Plans are used to create a centralised register of pupils with medical needs. An identified member of staff has responsibility for the register at this school.

## **Storage and access to Healthcare Plans**

- Healthcare Plans are kept in a secure central location at school.
- Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely 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.
- The school ensures that all staff protect pupil confidentiality.
- 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 on the Healthcare Plan.
- The school seeks permission from the pupil and parents before sharing any medical information with any other party, such as when a pupil takes part in a work experience placement.

## **School Environment**

**This school ensures that the whole school environment is inclusive and favourable to pupils with MCs. This includes the physical environment, as well as social, sporting and educational activities**

### **Physical environment**

- The school is committed to providing a physical environment that is accessible to pupils with MCs.
- Pupils with MCs are included in the consultation process to ensure the physical environment at this school is accessible.
- This school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

### **Social interactions**

- The school ensures the needs of pupils with MCs are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- The school ensures the needs of pupils with MCs 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 problems that pupils with MCs 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 and health education (PSHE) lessons to raise awareness of MCs amongst pupils and to help create a positive social environment.

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### **Exercise and physical activity**

- The school understands the importance of all pupils taking part in sports, games and activities and ensures all pupils with MCs are actively encouraged to take part in out-of-school clubs and team sports.
- 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. In addition, 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.
- The school ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' MCs when exercising and how to minimize these triggers.
- The school ensures all pupils have the appropriate medication or food with them during any exercise or physical activity and that pupils are allowed to take it when needed.

### **Education and learning**

- The school ensures that pupils with MCs 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 this school understand that this may be due to their medical condition.
- Teachers at this school are aware of the potential for pupils with MCs to have special educational needs (SEN). Pupils with MCs who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SEN coordinator 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.
- The school ensures that lessons about common MCs are incorporated into PSHE lessons and other parts of the curriculum.
- Pupils at this school learn about what to do in the event of a medical emergency.

### **Out of School activities**

- Every effort is made to ensure children with medical needs can participate fully in any out of school activities.
- Risk assessments are carried out by this school prior to any out-of-school visit and MCs are considered during this process. Factors this school considers 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.
- The school understands that there may be additional medication, equipment or other factors to consider when planning residential visits. This school considers additional medication and facilities that are normally available at school.

### **Residential visits**

- Parents are sent a residential visit 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 form also details what medication and what dose the pupil is currently taking at different times of the day. This is provided 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

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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.

- 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.

## **Roles and Responsibilities**

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

### **The Governing body has a responsibility to:**

- make arrangements to support pupils with MCs in school, including making sure that a policy for supporting pupils with MCs in school is developed and implemented to enable the fullest participation possible in all aspects of school life;
- ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with MCs. They should also ensure that any members of school staff who provide support to pupils with MCs are able to access information and other teaching support materials as needed;
- ensure health and safety policies and risk assessments are inclusive of the needs of pupils with MCs;
- make sure the MCs policy is effectively monitored and evaluated and regularly updated;
- report to parents, pupils, school staff and the local authority about the successes and areas for improvement of this school's MCs policy;
- provide indemnity for staff who volunteer to administer medication to pupils with MCs.

### **This school's head teacher has a responsibility to:**

- ensure the school is inclusive and welcoming and that the MCs policy is in line with local and national guidance and policy frameworks;
- liaise between interested parties including pupils, school staff, special educational needs coordinators, 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 and that 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' 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 MCs policy;
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school MCs register;
- monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders and according to review recommendations and recent local and national guidance and legislation;
- report back to all key stakeholders about implementation of the MCs policy.

### **All staff at this school have a responsibility to:**

- understand the school's MCs policy, be aware of the potential triggers, signs and symptoms of common MCs and know what to do in an emergency;
- know which pupils in their care have a medical condition and be familiar with the content

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- 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;
- be aware of pupils with MCs who may be experiencing bullying or need extra social support
- understand the common MCs 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 MCs are not excluded unnecessarily from activities they wish to take part in.

**Teachers at this school have a responsibility to:**

- ensure pupils who have been unwell catch up on missed school work;
- be aware that MCs can affect a pupil's learning and provide extra help when pupils need it;
- liaise with parents, the pupil'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 pupil awareness about MCs.

**The school nurse at this school has a responsibility to:**

- help update the school's MCs policy;
- help provide regular training for school staff in managing the most common MCs at school;
- provide information about where the school can access other specialist training.

**First aiders at this school have 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.

**Special educational needs coordinators at this school have the responsibility to:**

- help update the school's medical condition policy;
- know which pupils 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 teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

**The pastoral support/welfare officer at this school has the responsibility to:**

- help update the school's MCs policy;
- know which pupils have a medical condition and which have special educational needs because of their condition;
- ensure all pupils with MCs are not excluded unnecessarily from activities they wish to take part in.

**Doctors and specialist healthcare professionals caring for pupils, who attend the 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

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- 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 and have regular reviews of their condition and their medication;
- provide the school with information and advice regarding individual children and young people with MCs (with the consent of the pupil and their parents);
- understand and provide input in to the school's MCs policy.

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

- have an agreed system for receiving information held by the school about children and young people's MCs, to ensure best possible care;
- understand and provide input in to the school's MCs 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/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 or 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 condition and/or medication, what they take, when, and how much;
- ensure their child's medication, appropriate spare medication and medical devices are all provided and labelled with their child's full name and are all 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.

## Complaints

In the event of a parent or pupil wishing to make a formal complaint against the school please refer to the Complaints Policy which can be found on the School website.

**The school's MCs Policy is reviewed, evaluated and updated every year in line with the school's policy review timeline**

### Further advice and resources

#### The Anaphylaxis Campaign

PO Box 275, Farnborough, Hampshire, GU14 6SX

Phone 01252 546100 Fax 01252 377140

[info@anaphylaxis.org.uk](mailto:info@anaphylaxis.org.uk) [www.anaphylaxis.org.uk](http://www.anaphylaxis.org.uk)

#### Asthma UK

Summit House, 70 Wilson Street, London, EC2A 2DB

Phone 020 7786 4900 Fax 020 7256 6075

[info@asthma.org.uk](mailto:info@asthma.org.uk) [www.asthma.org.uk](http://www.asthma.org.uk)

#### Diabetes UK

Macleod House, 10 Parkway, London, NW1 7AA

Phone 020 7424 1000 Fax 020 7424 1001

[info@diabetes.org.uk](mailto:info@diabetes.org.uk) [www.diabetes.org.uk](http://www.diabetes.org.uk)

#### Epilepsy Action

New Anstey House, Gate Way Drive, Yeadon, Leeds. LS19 7XY

Phone 0113 210 8800 Fax 0113 391 0300

[epilepsy@epilepsy.org.uk](mailto:epilepsy@epilepsy.org.uk) [www.epilepsy.org.uk](http://www.epilepsy.org.uk)

#### Long-Term Conditions Alliance

202 Hatton Square, 16 Baldwins Gardens, London, EC1N 7RJ

Phone 020 7813 3637 Fax 020 7813 3640

[info@ltca.org.uk](mailto:info@ltca.org.uk) [www.ltca.org.uk](http://www.ltca.org.uk)

#### Department for Education

[www.gov.uk/df](http://www.gov.uk/df)

#### Council for Disabled Children

National Children's Bureau, 8 Wakley Street, London, EC1V 7QE

Phone 020 7843 1900 Fax 020 7843 6313

[cdc@ncb.org.uk](mailto:cdc@ncb.org.uk) [www.ncb.org.uk/cdc](http://www.ncb.org.uk/cdc)

#### National Children's Bureau

National Children's Bureau, 8 Wakley Street, London, EC1V 7QE

Phone 020 7843 6000 Fax 020 7278 9512

[www.ncb.org.uk](http://www.ncb.org.uk)

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**Appendix 1 (Form 1)**

**ADMINISTRATION OF MEDICINES / TREATMENT**

**FORM OF CONSENT (Form 1) - STRICTLY CONFIDENTIAL**

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_ M/F: \_\_\_\_\_

Home Tel No: \_\_\_\_\_ Work Tel No: \_\_\_\_\_

GP's Practice: \_\_\_\_\_ GP's Tel No: \_\_\_\_\_

Condition/Illness: \_\_\_\_\_

I hereby request that members of staff administer the following medicines prescribed for my child by his/her GP/Specialist as directed below. I understand that I must deliver the medicine personally to the school and accept that this is a service which the school is not obliged to undertake.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Name of Medicine</b>	<b>Dose</b>	<b>Frequency/Times</b>	<b>Date of Completion of Course (if known)</b>
<i>A</i>			
<i>B</i>			
<i>C</i>			
<i>D</i>			
<i>E</i>			
Special Instructions/Precautions/Side Effects:			
Allergies:			
Other prescribed medicines child takes at home:			

Appendix 1 (Form 2)

RECORD OF PRESCRIBED MEDICINES GIVEN TO CHILD IN SCHOOL (Form 2)



Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Class: \_\_\_\_\_

**STRICTLY CONFIDENTIAL**

Date	Time	Name of Medicine Given	Dose	Any Reactions	Signature	Signature of staff witnessing invasive treatment

Based on DfE guidance Sept 2014 & 'Medical Conditions at School' <http://medicalconditionsatschool.org.uk/>

**STRICTLY CONFIDENTIAL**



**CONFIRMATION BY MEDICAL PRACTITIONER OF PRESCRIBED MEDICATION  
(FORM 3)**

To be completed by a Medical Practitioner i.e. Family doctor, School Medical Officer, Consultant, etc.

To: \_\_\_\_\_

School/Centre: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

**I CONFIRM that I have prescribed medication which will need to be taken during school hours, for the above named child.**

Name of Medication: \_\_\_\_\_

Length of time medication is required (give dates): \_\_\_\_\_

Dosage: \_\_\_\_\_

Any special requirements (e.g. Timing, taken with meals, etc.): \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

GP/Official Stamp: \_\_\_\_\_