

BADDOW HALL INFANT SCHOOL



Policy for supporting children with medical needs.

Ratified by Governing Body: Date: July 2022

Signed: Nick Bannister-Dudley

Review Date: July 2025

Baddow Hall Infant School is an inclusive community that aims to support and welcome pupils with medical conditions in terms of both physical and mental health. We aim to provide all pupils with all medical conditions the same opportunities as others at school so that they are able to play a full and active role in school life, remaining healthy and able to achieve their academic potential.

There is a member of the Senior Leadership team with overall responsibility for managing this policy and ensuring staff are suitably trained.

**Designated member of staff: Lesley Schlanker- Headteacher
Named Governor: Nick Banister-Dudley**

This school is an inclusive community that aims to support and welcome pupils with medical conditions.

- This school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.
- This school aims to provide all children with all medical conditions the same opportunities as others at school.
- Pupils with medical conditions are encouraged to take control of their condition.
- This school aims to include all pupils with medical conditions in all school activities.
- Parents/carers of pupils with medical conditions are aware of the care their children receive at this school.
- This school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- All staff have access to information about what to do in an emergency.
- This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- All staff have an understanding of the common medical conditions that may affect children at this school. Staff receive regular updates. The Headteacher is responsible for ensuring staff receive regular updates. The School Nursing Service can provide the updates if the School requests.
- The policy is understood and followed by the whole school and local health community.

This policy is supported by clear communication for staff, parents/carers and other key stakeholders to ensure its full implementation.

- Parent/carers are informed about the medical conditions policy via the school's website, where it is available all year round
- School staff are informed and regularly reminded about the school's medical conditions policy:
 - through the staff handbook and staff meetings
 - through scheduled medical conditions updates
 - supply and temporary staff are informed of the policy and their responsibilities including who is the designated person, any medical needs or Individual Health Plans related to the children in their care and how to respond in emergencies
 - Staff are made aware of any Individual Health Plans as they relate to their teaching/supervision groups. This is a role for the SENCO.

Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at our school.

- Relevant staff are aware of the most common serious medical conditions at our school.
- Staff understand their duty of care to pupils both during, and at either side of the school day 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/carer. This may include administering medication.
- Staff receive updates at least once a year for medical needs and know how to act in an emergency. Additional training is prioritised for key staff members who work with children who have specific medical conditions supported by an Individual Health Plan.

- This school uses Individual Health Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help.

In an emergency:

- 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/carer arrives. The school will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform the Headteacher/Deputy Headteacher.
- This school has procedures in place so that a copy of the pupil's Individual Health 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.

The school has clear guidance on the administration of medication at school.

Administration – emergency medication

- This school will seek to ensure that pupils with medical conditions have **easy access to their emergency medication.**
- This school will ensure that all pupils understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their emergency medication safely.
- This school ensures that any medication administered is recorded appropriately using appendix 3.

Administration – general

- This school understands the importance of medication being taken as prescribed. Staff will only administer medication as prescribed on the original packaging.
- All use of medication is done under the appropriate supervision of two members of staff.
- 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 or unless the situation is an emergency and falls under their regular duty of care arrangements.
- Many other members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer medication to pupils under the age of 16, but only with the written consent of the pupil's parent which is obtained via appendix 2.
- This school will ensure that specific training and updates will be given to all staff members who agree to administer medication to pupils if necessary.
- All school staff in this school 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 assisting in administering medication or calling an ambulance.
- Parents/carers 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. Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.
- All staff attending off-site visits are aware of any pupils on the visit who have medical conditions. They will 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.

This school has clear guidance on the storage of medication at school.

Safe storage – emergency 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 needs to be locked up, the keys are readily available and not held personally by members of staff.
- Epipens are kept in a marked, unlocked cupboard in the office as well as in a locked cabinet in the classroom and are clearly signposted.
- Epilepsy rescue medication is kept in a locked first aid cabinet in the relevant classroom, all staff within that classroom are made aware of where the key is and it is always easily

accessible to adults. A second rescue medication is kept in the school office for each child in a clearly marked cupboard out of reach of children.

- Training for administering an epi-pen is undertaken by all paediatric first aid trained staff.
- If the pupil concerned is involved in extended school services, then specific arrangements and risk assessments should be agreed with the parent and appropriate staff involved.

Safe storage - non-emergency medication

- All non-emergency medication is kept in a secure place. Pupils with medical conditions know where their medication is stored and how to access it.

Safe storage – general

- This school has an identified member of staff/designated person who ensures the correct storage of medication at school. (Administration Officer)
- All controlled drugs are kept in a cupboard in the school office.
- The identified member of staff checks the expiry dates for all medication stored at school each term (i.e. three times a year). This information is documented and saved on the school computer system for retention as required.
- The identified member of staff, along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is supplied and stored in its original containers, clearly labelled with the pupil's name. The name of the medication, the prescriber's instructions for administration, including dose and frequency, and expiry date of the medication is copied for reference and stored with Appendix 3 in the medical folder and in the relevant child's file on the school computer system.
- Medication is stored in accordance with the manufacturer's instructions, noting temperature.
- Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is clearly labelled. Refrigerators used for the storage of medication are inaccessible to pupils in the school office.
- All medication (including blue inhalers) is sent home with pupils at the end of each school term.
- It is the parent/carer's responsibility to ensure new and in date medication comes into school with the appropriate instructions and ensures that the school receives this.

Safe disposal

- Parents/carers are asked to collect out-of-date medication.
- 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 3 times a year and is always documented.
- Sharps boxes are used for the disposal of needles where required. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard.
- If a sharps box is needed on an off-site visit, a named member of staff is responsible for its safe storage and return to school or to the pupil's parent.
- Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

Emergency Inhalers

- This school purchases emergency salbutamol and spacers from a pharmacist.
- The emergency salbutamol inhalers will only be used by children for whom written parental consent for the emergency inhaler has been given.
- Medication will only be administered in line with the dosage identified on the child's prescription, which is recorded in their care plan (Appendix 1).
- When emergency salbutamol is administered Appendix 3 is completed and a green letter is sent home with the child that day, copies of these completed documents are saved to the child's electronic record.

This school has clear guidance about record keeping for pupils with medical conditions

Enrolment forms

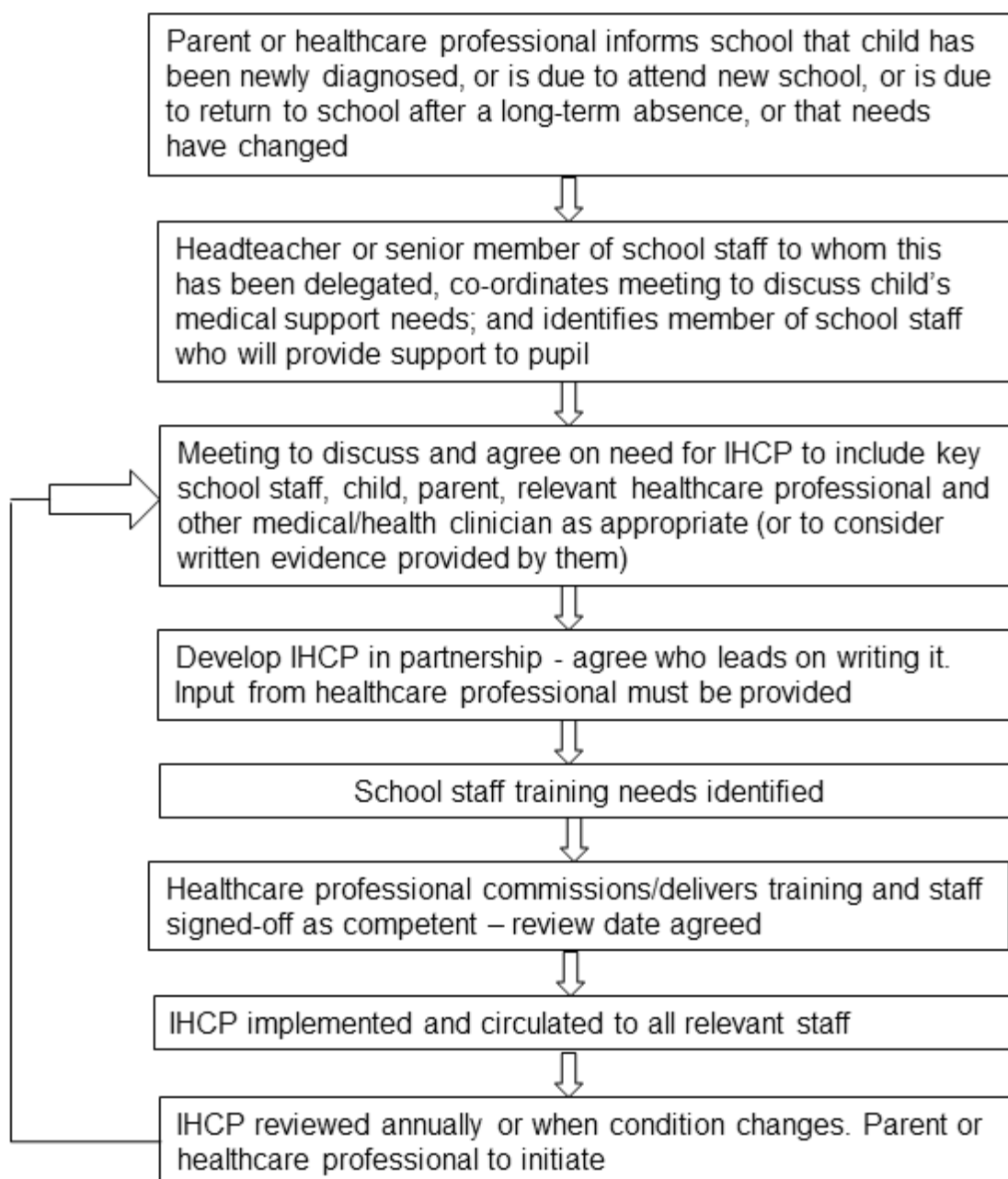
- Parents/carers are asked if their child has any medical conditions.
- If a pupil has a short-term medical condition that requires medication during school hours (e.g. antibiotics), a medication form is given to the pupil's parents/carers to complete.

Individual Health Care Plans

Drawing up Individual Health Care Plans

- This school uses an Individual Health Care Plan for children with complex health needs to record important details about the individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Health Care Plan if required. Examples of complex health needs which may generate an Individual Health Care Plan following discussion with the school nurse and the school:
 - diabetes
 - anaphylaxis
 - severe asthma that has required a hospital admission within the last 12 months
 - epilepsy with rescue medication
- A meeting with the SENCO and/or headteacher will be held to discuss the need for an Individual Health Care Plan. This can take place at the start of the school year; at enrolment; when a diagnosis is first communicated to the school; transition discussions; new diagnosis.
- Parent/Carers are encouraged to take responsibility to fill in the Individual Health Care Plan with SENCO, unless a doctor's signature is required.
- The school will contact the parent/carer if health information has not been returned. If an Individual Health Plan has not been completed, the school nurse will contact the parents and may convene a TAC meeting or consider safeguarding children procedures if necessary.
- The finalised plan will be given to parents/carers, school and school nurse.
- This school ensures that a relevant member of school staff is present, if required, to help draw up an individual health plan for pupils with complex health or educational needs.

Process for developing Individual Health Care Plans



Individual Health Care Plan register

Individual Health Care Plans are used to create a centralised register of pupils with complex health needs. The SENCO has responsibility for the register at this school. This school has ensured that there is a clear and accessible system for identifying pupils with health plans/medical needs, with a medical list being updated every time there is a change and distributed to all classes immediately. A copy is held in all first aid areas and within the pupil's electronic record. A robust procedure is in place to ensure that the child's record, contact details and any changes to the administration of medicines, condition, treatment or incidents of ill health in the school is updated on the school's record system. The SENCO follows up with the parents/carers and health professional if further detail on a pupil's Individual Health Care Plan is required or if permission or administration of medication is unclear or incomplete.

Ongoing communication and review of Individual Health Plans

Parents/carers at this school are regularly reminded to update their child's Individual Health Care 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. Each Individual Health Care Plan will have a review date. A list of Care Plan review dates is held centrally and parents are contacted to come in to review the care plan and arrange for amendments to be completed if necessary or to complete the review sheet should there be no changes required.

Parents/carers have a designated route/person to direct any additional information, letters or health guidance in order that the necessary records are altered quickly and the necessary information disseminated.

Storage and access to Individual Health Care Plans

- Parents/carers and pupils (where appropriate) ~are provided with a copy of the pupil's current agreed Individual Health Care Plan.
- Individual Health Care Plans are kept in the clearly marked folders in the school office and are easily accessible to all, copies are also available in the general first aid folder which is stored securely in the school office and also on the school computer system.
- Apart from the central copies, Individual Health Plans are stored in the pupil's relevant classroom. These copies are updated at the same time as the central copies. The school ensures that where multiple copies are in use, there is a robust process for ensuring that all are updated, and hold the same information.
- 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 the Individual Health Care Plans and needs of the pupils in their care.
- This school ensures that all staff protect pupils' confidentiality.
- This school informs parents/carers that the Individual Health Care Plan would 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 is included on the Individual Health Care Plan.
- The information in the Individual Health Care Plan will remain confidential unless needed in an emergency.

Use of Individual Health Plans

Individual Health Plans are used by this school to:

- Inform the appropriate staff about the individual needs of a pupil with a complex health need in their care.
- Identify important individual triggers for pupils with complex health needs at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of triggers.
- Ensure this school's emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in an emergency

Consent to administer medicines and intimate care

- If a pupil requires regular prescribed medication at school, parents/carers are asked to provide consent for their child's medication giving the pupil or staff permission to administer medication on a regular/daily basis, if required. This form is completed by parents/carers for pupils taking short courses of medication (Appendix 3). Copies of the completed documentation are stored within the pupil's electronic file.
- All parents/carers of pupils with a complex health need who may require medication in an emergency are asked to provide consent on the Individual Health Care Plan for staff to administer medication.
- Parents give consent for intimate care to be given to their child which may involve washing or cleaning intimate areas, for example cleaning a pupil after they have soiled themselves, (see intimate care policy).

Record of Awareness Raising Updates and Training

- This school holds regular updates on common medical conditions. A record of the content and attendance of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive updates. The School Nursing Service will provide updates if the school request this.

- All school staff who volunteer or who are contracted to administer emergency medication are provided with training, if needed, by a specialist nurse, doctor or school nurse. The school keeps a register of staff who have had the relevant training, it is the school's responsibility to ensure that all training is up to date.
- This school risk assesses the number of first aiders it needs and ensures that the first aiders are suitably trained to carry out their responsibilities.

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

Physical environment

- This school is committed to providing a physical environment that is as accessible as possible to pupils with medical conditions.
- This school's commitment to an accessible physical environment includes out-of-school; it also recognises that this may sometimes mean changing activities or locations.

Social interactions

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

Exercise and physical activity to promote a healthy lifestyle

- This school understands the importance of all pupils taking part in sports, games and activities.
- This school seeks to ensure all classroom teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- This school seeks to ensure that all classroom teachers and sports coaches understand that if a pupil reports they are feeling unwell, the teacher should seek guidance before considering whether they should take part in an activity.
- Teachers and sports coaches are aware of pupils in their care who have been advised, by a healthcare professional, to avoid or to take special precautions with particular activities.
- This school ensures all classroom teachers and sports coaches are aware of the potential triggers for pupil's medical conditions when exercising and how to minimise these triggers.
- This school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

- This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator.
- This school ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.
- Pupils at this school learn how to respond to common medical conditions.

Risk Assessments

- Risk assessments are carried out by this school prior to any out-of-school visit, off site provision or extended school provision and medical conditions are considered during this process. This school considers: how all pupils will be able to access the activities proposed; how routine and emergency medication will be stored and administered, where help can be obtained in an emergency, and any other relevant matters.

- This school understands that there may be additional medication, equipment or other factors to consider when planning visits or off site activities. This school considers additional medication and facilities that are normally available at school.

Extended Service Providers

- It is the parent's responsibility to inform external club providers of their child's medical conditions. Upon notification from the parent of a child's medical condition it is the responsibility of the club organiser to contact the parent directly to ascertain if the club can meet the needs of the child.
- If the child is to attend the club, if appropriate, a care plan/risk assessment needs to be drawn up between the parent and the club provider.
- The care plan/risk assessment is a written agreement between the club and parent and must be signed by both parties. A copy of this signed agreement must be given to Baddow Hall Infant School. The school must ensure that a copy is received prior to the commencement of the club for all children with medical health conditions.
- It is the responsibility of the attending club staff to be aware of where medication is kept if required.
- It is the responsibility of the club organiser to notify ALL attending after school club staff, of procedures to be followed regarding an individual child's needs.
- School will ensure that whenever possible there will be a paediatric first aid trained member of Baddow Hall Infant School staff within the school while the club is running.

This school is aware of the triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing these health and safety risks.

- This school is committed to working towards reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on school visits.
- School staff have been updated on medical conditions. This update includes information on how to avoid and reduce exposure to triggers for common medical conditions.

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 school's governing body, school staff, and community healthcare professionals and any relevant emergency practitioners to ensure the policy is planned, implemented and maintained successfully.
- The following roles and responsibilities are used for the supporting children with medical needs policy at this school. These roles are understood and communicated regularly.

Governors have a responsibility to:

- ensure the health and safety of their staff and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits.
- ensure the schools health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed annually.
- make sure the medical conditions policy is effectively implemented, monitored and evaluated and regularly updated.
- ensure that the school has robust systems for dealing with medical emergencies and critical incidents at any time when pupils are on site or on school visits.

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 the policy is put into action, with good communication of the policy to all staff, parents/carers and governors.
- ensure every aspect of the policy is maintained.
- ensure that if the oversight of the policy is delegated to another senior member of staff ensure that the reporting process forms part of their regular supervision/reporting meetings.
- monitor and review the policy at regular intervals, with input from governors, parents/carers, staff and external stakeholders.
- report back to governors about implementation of the health and safety and medical conditions policy.

- ensure through consultation with the governors that the policy is adopted and put into action.

All 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
- call an ambulance in an emergency
- understand the supporting children with medical needs policy
- know which pupils in their care have a complex health need and be familiar with the content of the pupil's Individual Health Care Plan
- know the schools registered paediatric first aiders and where assistance can be sought in the event of a medical emergency
- ensure pupils who need medication have it when they go on a school visit or out of the classroom
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact these can have on pupils
- ensure that all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure that pupils have the appropriate medication or food during any exercise and are allowed to take it when needed
- follow universal hygiene procedures if handling body fluids and dispose of medical waste appropriately
- ensure that pupils who present as unwell should be questioned about the nature of their illness, if anything in their medical history has contributed to their current feeling of being unwell, if they have felt unwell at any other point in the day, if they have an Individual Health Care Plan and if they have any medication. The member of staff must remember that while they can involve the pupil in discussions regarding their condition, they must seek further advice from a registered first aider if they are in doubt as to the child's health, rather than take the child's word that they feel better.

Teaching staff have an additional responsibility to also:

- ensure pupils who have been unwell have the opportunity to catch up on missed school work
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, in liaison with the SENCO
- liaise with parents/carers, 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

School nurse or healthcare professional has a responsibility to:

- help provide regular updates for school staff in managing the most common medical conditions at school at the school's request
- provide information about where the school can access other specialist training
- update the Individual Health Care Plans in liaison with appropriate school staff and parents/carers

Pupils have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents/carers, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- know how to gain access to their medication in an emergency

Parents/carers have a responsibility to:

- tell the school if their child has a medical condition or complex health need
- ensure the school has a complete and up-to-date Individual Health Care Plan if their child has a complex health need

- inform the school about the medication their child requires during school hours and any changes to current medication
- inform the school/provider of any medication their child requires while taking part in visits 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
- ensure that the school has full emergency contact details for them
- 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
- have completed/signed all relevant documentation and the Individual Health Care Plan if appropriate
- provide medication in all original packaging
- collect expired medication from the school
- take any medication home at the end of each term.

Unacceptable Practice

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- prevent children from easily accessing 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;
- if the child becomes ill, send them to the school office or first aid station unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition eg 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;
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips.

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

The supporting children with medical needs policy is regularly reviewed evaluated and updated. It should be read in conjunction with the 'Children missing their education due to health needs policy' and the 'Intimate Care policy'

Appendix 1: Baddow Hall Infant School

Individual healthcare plan - Asthma

Child's name

Class

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-
indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix 2: Parental agreement for Baddow Hall Infant School to administer medicine

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

Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date on original container	
Dates to be administered (from – to)	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original labelled container as dispensed by the pharmacy.

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine within the school environment and on school trips and visits, in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent Signature(s)

Date

Appendix 3: Baddow Hall Infant school record of medicine administered to all children

Date	Child's Name	Time	Name of Medicine	Dose Given	Any Reactions	Signature of Staff 1	Print Name	Signature of Staff 1	Print Name

Appendix 4 Baddow Hall Infant School

Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number **01245 471338**
2. Your name
3. Your location as follows: ***Baddow Hall Infant School, New Road, Gt Baddow***
4. State what the postcode is: ***CM2 7QZ***
5. Provide the exact location of the patient within the school setting
6. Provide the name of the child and a brief description of their symptoms
7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. Put a completed copy of this form by the phone