



*Holy Cross Catholic Primary School  
Is where Jesus is the centre of our lives, our learning and friendships,  
in a safe, happy and caring community where all are welcome.*

# **HOLY CROSS CATHOLIC PRIMARY ACADEMY**

## **Medical conditions POLICY March 2024**

**RATIFIED BY GOVERNING BODY:**

**March 2024**

**NEXT REVIEW March 2025**

## **Holy Cross Catholic Academy is an inclusive school that aims to support with medical conditions**

Holy Cross Catholic Primary Academy 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 enroll in the future.

The school aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

Pupils with medical conditions are encouraged to take control of their condition and feel confident in the support they receive from the school to help them do this.

Holy Cross Catholic Primary Academy aims to include all pupils with medical conditions in all school activities.

Holy Cross Catholic Academy School ensures all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

Holy Cross Catholic Primary Academy understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

## **The medical conditions policy is supported by a clear communication plan for staff, parents and to ensure its full implementation**

Parents are informed about the medical conditions policy:

- At the start of the school year when communication is sent out about healthcare plans
- When their child is enrolled as a new pupil
- When a child has new medical needs

School staff are informed about conditions and reminded about the medical policy

- Via school medical register or asthma register
- At medical conditions training
- On management of new conditions relating to children whom they have responsibility
- Through links with specialists within the health sector.

## **First Aid trained staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school**

All staff aware of the most serious medical conditions.

Staff at Holy Cross Catholic Primary Academy 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.

First Aid trained and PE staff who work with groups of pupils at this school know what to do in an emergency for the children in their care with medical conditions.

Training is refreshed for first aiders regularly.

Action for staff to take in an emergency for asthma/epilepsy/anaphylaxis and diabetes is displayed in the medical area within the main office and in specific cases within the classroom/kitchen and staffroom. There are also general detailed action sheets within the appendices.

See appendix 1 – form 1 asthma

See appendix 1 – form 2 epilepsy

See appendix 1 – form 3 anaphylaxis

See appendix 1 – form 4 diabetes

## **All staff understand the school's general emergency procedures**

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
- To contact a first aid member of staff, member of the office staff or SLT

Training is refreshed and made available for staff regularly.

Action to take in a general medical emergency is displayed in prominent locations for staff.

If a pupil needs to be taken to hospital, a member of staff will accompany them if parents are unavailable or school will ask parent to meet ambulance at casualty.

Staff should not take pupils to hospital in their own car.

## **The school has clear guidance on the administration of medication at school** **Administration-emergency medication**

All pupils at this school with medical conditions know where their medication is stored and can alert a member of staff who will support them in administering it.

## **Administration-general**

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 member of staff.

Holy Cross Catholic Primary Academy 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.

Ensure that when medicine is administered it is checked and counter checked and the medical sheet is signed by two staff members.

Training is given to all staff members who agree to administer medication to pupils, where specific training is needed.

Parents at Holy Cross Catholic Primary Academy 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.

All staff attending off-site visits are aware of any pupil 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.

## **Holy Cross Catholic Primary Academy has clear guidance on the storage of medication.**

### **Safe storage – emergency medication (epi-pens)**

Emergency medication is readily available to pupils who require it at all times in the main office during the school day.

Each epi-pen is stored in a sealed box with the child's details on. Care plans are kept with the medication and information regarding the medical needs for the child are on the wall in the medical area of the main office.

The school maintains an emergency epi-pen which is held in the office. This is available to any child who has an epi-pen but for what-ever reason this is not operational or to be used under instruction given by a medical professional e.g paramedic, if a child is having an anaphylactic shock and an emergency service team has been contacted. The full policy regarding this is also held in the main school office.

### **Safe storage – non emergency medication**

All non-emergency medication is kept in a cupboard in the main office. Temperature regulated medicines are stored within the fridge in the main office.

Staff ensure that medication is only accessible to those for whom it is prescribed.

### **Safe storage – general**

The Office Manager ensures correct storage of medication at school.

Three times a year the Office manager checks the expiry dates for all medication stored at school.

The Office manager and the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name and dose of medication and the frequency of dose.

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 are asked to collect out of date medication, which can be returned to the GP.

If parents do not collect out of date medication, medication is taken to a local pharmacy for safe disposal or given to the School Nurse.

### **Holy Cross Catholic Primary Academy has clear guidance about record keeping**

#### **Enrolment forms/Contact forms.**

Parents at Holy Cross Catholic Primary Academy are asked if their child has any health conditions on the enrolment form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms. Information is shared with the Inclusion manager, who will contact parents and draw up Care plans or take relevant action. Staff supporting the child will be made aware.

### **Healthcare Plans**

Holy Cross Catholic Primary Academy uses a healthcare plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. These healthcare plans are held in the school office. High need cases have an additional copy of care plans attached to the contact detail sheet.

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. This is sent:

- At the start of the school year
- At enrolment
- When a diagnosis is first communicated to the school

If a pupil has a short-term medical condition that requires medication during school hours, a medication form is signed by the parent. See Appendix 5

Parents are reminded to inform the school if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change. This is to ensure the healthcare plans can be updated accordingly.

### **School Medical register**

The Inclusion Manager has responsibility for the medical profile register at Holy Cross Catholic Academy. The Office manager ensures the Inclusion manager has current information. The register is shared with class staff and key staff.

**Holy Cross Catholic Academy ensures that the whole school environment is inclusive and favorable to pupils with medical conditions. 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 accessible to pupils with medical conditions, adjustments are made as appropriate. Advice from health specialists is sought as needed.

### **Exercise and physical activity**

This school understands the importance of all pupils taking part in sports, games and activities. Holy Cross Catholic Academy ensures classroom teachers, PE staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

Teachers and PE staff are aware of pupils in their care who have been advised to avoid or take special precautions with particular activities.

Holy Cross Catholic Academy ensures PE staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.

### **Education and learning**

Holy Cross Catholic Academy ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures appropriate adjustments and extra support are provided.

Staff 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. The school's SEN coordinator consults the pupil, parents and pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered. Planning meetings are held regularly and fall in line with the assess, plan, do and review cycle as advised within the COP 2014. A child may have an EHCP (Education Health and Care Plan) or a One Page Profile highlighting support and provision required. They may also have a Care Plan.

Where a pupil has a medical condition or operation which impacts attendance or access to the school site, the Inclusion manager will liaise with medical professionals e.g specialists at GOSH, Physiotherapist or Occupational Therapist to ensure access to the pupil's educational experiences are fully supported. When a pupil is returning following a procedure a risk assessment will be carried out- supported by health professionals, prior to their return. Referrals to PNI can be placed to gain additional support. Where necessary, staff will access training relating to the individual's need. Funding may also be available via IPRA to provide additional provisions. If a pupil is

spending a recovery period at home, learning will be provided for the parent and communication between parent and the class teacher effectively placed. The Inclusion manager will liaise closely with parents and staff on site. Individual health care plans will be placed for as long as they are needed to support adjustments and the plan will be reviewed with staff, professionals, family and child as needed.

**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 all school staff, parents, employers and community healthcare professionals to ensure the policy is planned, implemented and maintained successfully. The following roles and responsibilities are used for the medical policy at this school. These roles are understood and communicated regularly.

**Employer**

Holy Cross Catholic Academy's employer 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). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.
- Make sure the medical policy is effectively monitored and evaluated and regularly updated.
- Provide indemnity to staff who volunteer to administer medication to pupils with medical conditions.

**Inclusion Manager and Office manager**

Holy Cross Catholic Academy's Inclusion manager and office manager have a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties including, school staff, school nurses and parents.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using pupil's healthcare plans.
- Ensure pupil confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply staff and new teachers know the medical conditions policy and know where to access Care Plans or One Page Profiles.
- Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.

**Special educational needs coordinator**

The Special Educational Needs coordinator at this school have a 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 teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams.

### **All school staff**

All staff at Holy Cross Catholic Academy 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.
- Be aware of and support times to access regular medicine or medical needs.
- Understand the medical policy.
- Know which pupils in their care have a medical condition.
- Allow all pupils to have immediate access to their emergency medication, following the guidance in place within the policy.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure pupils who require their medication with them have it when they go on a school visit or out of the classroom.
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.
- Ensure that ingredients purchased for cooking are 'nut free' and have been checked for traces of nuts.
- Alert parents supplying foods to be consumed at school that nut ingredients are to be avoided due to allergies.
- Kitchen staff to be aware of children who react to foods / ingredients and to manage this appropriately.

### **Teaching staff**

Teachers at this school have a responsibility to:

- Be aware of and support times to access regular medicine or medical needs.
- Ensure pupils who have been unwell 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.



- Liaise with parents, the pupil's healthcare professional and special educational needs coordinator if a pupil is falling behind with their work because of their condition.

### **School nurse**

Supports the school in:

- Providing regular training for school staff in managing the most common medical conditions.
- Provide information about where the school can access other specialist training.
- Ensure healthcare plans are completed and reviewed annually, where they have involvement.
- Check medication held in school annually for expiry dates and dispose of accordingly

**However, note that this is dependent on the delegation by Provide/NHS/Virgin care or other service.**

### **First aiders**

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses.
- When necessary ensure that an ambulance or other professional medical help is called.

### **Local doctors and specialist healthcare professionals**

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

- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours.
- Ensure the child knows how to take their medication effectively, where relevant.
- Ensure children have regular reviews of their condition and their medication.
- Provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents).

### **Pupils**

The pupils at this school have a responsibility to:

- Treat other children 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.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- Ensure a member of staff is called in an emergency situation.
- To only eat foods given to them by their parent for snack or pack lunch and to be aware of the

dangers of sharing / swapping foods lunch items in relation to allergic reactions.

- Use the universal pain threshold rating scale to communicate their level of need to staff.

### **Parents\***

The parents of a pupil at this school have a responsibility to:

- Tell the school if their child has a medical condition.
- Provide the school with any information from medical professionals supporting the child's needs .
- Ensure the school has a complete and up-to-date Healthcare plan for their child.
- Inform the school about the medication their child requires while taking part in visits, outings or and other out-of-school activities. (part of risk assessment)
- Tell the school about any changes to their child's medication, what they take, when and how much. (see appendices 2 , 3 and 4 for higher level /toxic medication)\*
- Inform the school of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name.
- Provide the school with appropriate spare medication labelled with their child's name.
- Ensure medication is within expiry dates.
- Keep children 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.

\*The term 'parent' implies any person or body with parental responsibility such as foster parent or carer.

The school has two champions for Asthma: Mrs H Lieu and Miss J Wheater. They attend annual training, oversee the register and liaise with parents and staff; as well as increasing awareness and ensuring staff training and medication are current and supportive to individual needs.

Staff access regular training to ensure they are confident to support children with asthma needs and respond appropriately when needs arise. There is a school register identifying needs. Medication is kept secure by an adult on-site near the child at all times including on and off-site experiences away from the classroom. Families remain responsible for ensuring their child has an annual review with health and that medication is currently effectively placed to support their child.

Each relevant class displays a flowchart to support staff responding to a child with asthma needs. Staff are to monitor access to medication and if access seems to have increased, they should inform parents and the champions. It is likely the child would benefit from a review with a health specialist. The emergency inhaler and spacer kit is held by the office, if parental consent has been given where access is needed. An emergency kit is to be taken on each school trip. A record will be kept when the emergency kit is used and notification to the champions and parents managed by staff who supported administration/ oversaw child self-medicating. Each child will/ should have a personal plan for staff to follow. Children with high needs also have a care plan placed.

**What to do in an asthma attack (see flow chart / personal plan or use the guide below)**

- Keep calm.
- Encourage the child or young person to sit up and slightly forward.
- Make sure the child or young person takes two puffs of reliever inhaler (usually blue) immediately – preferably through a spacer.
- Ensure tight clothing is loosened.
- Reassure the child.
- Ring pupil services and ask for a first aider to come to the pupil.

**If there is no immediate improvement**

- Continue to make sure the child or young person takes one puff of reliever inhaler every minute for five minutes or until their symptoms improve.

**Call 999 or a doctor urgently if:**

- The child or young person's symptoms do not improve in 5–10 minutes.
- The child or young person is too breathless or exhausted to talk.
- The child or young person's lips are blue.
- You are in doubt.

Ensure the child or young person takes one puff of their reliever inhaler every minute until the ambulance or doctor arrives.

It is essential for people who work with children and young people with asthma to know how to recognise the signs of an asthma attack and what to do if they have an asthma attack.

**Common signs of an asthma attack are:**

- coughing
- shortness of breath
- wheezing
- tightness in the chest
- being unusually quiet
- difficulty speaking in full sentences
- sometimes younger children express feeling
- tight in the chest as a tummy ache.

**After a minor asthma attack**

- Minor attacks should not interrupt the involvement of a pupil with asthma in school.
- When the pupil feels better they can return to school activities.
- The parents/carers must always be told if their child has had an asthma attack.

**Important things to remember in an asthma attack**

- Never leave a pupil having an asthma attack.
- If the pupil does not have their inhaler and/or spacer with them, send another teacher or pupil to their classroom or assigned room to get their spare inhaler and/or spacer.
- In an emergency situation school staff are required under common law, duty of care, to act like any reasonably prudent parent.
- Reliever medicine is very safe. During an asthma attack do not worry about a pupil overdosing.
- Send another pupil to get another teacher/adult if an ambulance needs to be called.
- Contact the pupil's parents or carers immediately after calling the ambulance/doctor.
- A member of staff should always accompany a pupil taken to hospital by ambulance and stay with them until their parent or carer arrives.

**Note: Common triggers are . . .**

**The Weather, hay fever, pollen, cold viruses, mites, animal fur/feathers, stress, exercise, mould spores, hormones, air pollution.**

Please note that having asthma should not be a barrier to a child accessing exercise or elements of their school day. If this is the case a review with a health professional should be arranged.

## **Appendix 1 – Form 2**

(2 pages)

Epilepsy awareness for school staff

### **Complex partial seizures**

#### **Common symptoms**

- The person is not aware of their surroundings or of what they are doing
- Plucking at their clothes
- Smacking their lips
- Swallowing repeatedly
- Wandering around

#### **Call 999 for an ambulance if...**

- You know it is the person's first seizure
- The seizure continues for more than five minutes
- The person is injured during the seizure
- You believe the person needs urgent medical attention

#### **Do...**

- Guide the person from danger
- Stay with the person until recovery is complete
- Be calmly reassuring

#### **Don't...**

- Restrain the person
- Act in a way that could frighten them, such as making abrupt movements or shouting at them
- Assume the person is aware of what is happening, or what has happened
- Give the person anything to eat or drink until they are fully recovered
- Attempt to bring them round
- Explain anything that they may have missed

### **Tonic-clonic seizures**

#### **Common symptoms:**

- the person goes stiff,

- loss of consciousness
- falls to the floor

### **Do...**

- Protect the person from injury (remove harmful objects from nearby)
- Cushion their head
- Look for an epilepsy identity card/identity jewellery
- Aid breathing by gently placing the person in the recovery position when the seizure has finished
- Stay with them until recovery is complete
- Be calmly reassuring

### **Don't...**

- Restrain the person's movements
- Put anything in their mouth
- Try to move them unless they are in danger
- Give them anything to eat or drink until they are fully recovered
- Attempt to bring them round

### **Call 999 for an ambulance if...**

- You know it is the person's first seizure
- The seizure continues for more than five minutes
- One seizure follows another without the person regaining consciousness between seizures
- The person is injured
- You believe the person needs urgent medical treatment

**Symptoms of allergic reactions:****Ear/Nose/Throat** - Symptoms:

runny or blocked nose, itchy nose, sneezing, painful sinuses, headaches, post nasal drip, loss of sense of smell/taste, sore throat/swollen larynx (voice box), itchy mouth and/or throat and blocked ears.

**Eye** - Symptoms:

watery, itchy, prickly, red, swollen eyes. Allergic 'shiners' (dark areas under the eyes due to blocked sinuses).

**Airway** - Symptoms:

wheezy breathing, difficulty in breathing and or coughing (especially at night time).

**Digestion** - Symptoms:

swollen lips, tongue, itchy tongue, stomach ache, feeling sick, vomiting, constipation and or diarrhea.

**Skin:**

Urticaria - wheals or hives-bumpy, itchy raised areas and or rashes. Eczema -cracked, dry, weepy or broken skin. Red cheeks. Angiodema - painful swelling of the deep layers of the skin.

**Symptoms of Severe Reaction/ Anaphylaxis:** These could include any of the above together with:

- Difficulty in swallowing or speaking/hoarse voice.
- Persistent cough or wheeze
- Difficulty in breathing -severe asthma
- Swollen tongue, throat or mouth
- Hives anywhere on the body or generalized flushing of the skin
- Abdominal cramps, nausea and vomiting
- Sudden feeling of weakness (drop in blood pressure)
- Alterations in heart rate (fast Pulse)
- Sense of Impending doom (anxiety/panic)
- Collapse and unconsciousness

## **PTO for treatment . . .**

**TREATMENT** (as taken from <https://www.nhs.uk/conditions/anaphylaxis/treatment/> SEPT 22)

1. **Use the child's adrenaline auto-injector and record time given**– but make sure you know how to use it correctly first, otherwise ask trained staff. Staff can access training e.g. <https://youtu.be/uBvdO9a9NTQ>
2. **call 999 for an ambulance immediately (even if they start to feel better)** – mention that you think the person has anaphylaxis
3. **remove any trigger if possible** – for example, carefully remove any stinger stuck in the skin
4. **lie the person down and raise their legs** – unless they're having breathing difficulties and need to sit up to help them breathe. If they're pregnant lie them down on their left side
5. **give another injection, in the opposite leg, after 5 minutes** if the symptoms do not improve and a second auto-injector is available
6. **Keep used epi-pens / Jext or other and hand over to paramedics on arrival.**

### **Someone experiencing anaphylaxis should be placed in the correct position:**

- **most people should lie flat with their legs raised**
- **if they're pregnant they should lie on their left side**
- **people having trouble breathing should sit up** for a short time to help make breathing easier, and then lie down again when possible
- **avoid a sudden change to an upright posture such as standing or sitting up** – this can cause a dangerous fall in blood pressure

If the child's breathing or heart stops, perform [cardiopulmonary resuscitation \(CPR\)](#) immediately.



**What is it?**

Abnormal fluctuations in blood sugar can lead to someone with diabetes becoming unwell and, if untreated, losing consciousness.

There are two conditions associated with diabetes - hyperglycaemia (high blood sugar) and hypoglycaemia (low blood sugar). Hypoglycaemia is the more common emergency which affects brain function and can lead to unconsciousness if untreated.

**Signs and symptoms:****Hypoglycaemia:**

- Hunger
- Feeling 'weak' and confused
- Sweating
- Dry, pale skin
- Shallow breathing

**Hyperglycaemia:**

- Thirst
- Vomiting
- Fruity/sweet breath
- Rapid, weak pulse

**First aid aims****Hypoglycaemia:**

- Raise blood sugar level as quickly as possible
- Get casualty to hospital, if necessary

**Hyperglycaemia:**

- Get casualty to hospital as soon as possible

**Treatment****Hypoglycaemia:**

- Sit casualty down
- If conscious, give them a sugary drink, chocolate or other sugary food
- If there's an improvement, offer more to eat or drink. Help the casualty to find their glucose testing kit to check their level. Advise them to rest and see their doctor as soon as possible.
- If consciousness is impaired, do not give them anything to eat or drink. Dial 999 for an ambulance

**Hyperglycaemia:**

- Call 999 immediately

**Further actions**

If the casualty loses consciousness

- 

Holy Cross Catholic Primary Academy

Medical Diagnosis \_\_\_\_\_

## Designation \_\_\_\_\_

## Appendix 3 REQUEST FOR A SCHOOL TO ADMINISTER MEDICATION

Holy Cross Catholic Primary Academy



The school will not give your child medicine unless you complete and sign this form, and the Head or Deputy Head has agreed that school staff can administer the medicine

### Details of Pupil

Surname Forename(s) \_\_\_\_\_

Address \_\_\_\_\_

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

Condition or illness \_\_\_\_\_

### Medication - Parents must ensure that in date properly labelled medication is supplied.

Name/Type of Medication (as described on the container) \_\_\_\_\_

Date dispensed     /     /     \_\_\_\_\_

Expiry Date     /     /     \_\_\_\_\_

### Full Directions for use (additional information can be attached)\*:

\_\_\_\_\_  
\_\_\_\_\_

Dosage and method\* \_\_\_\_\_

### NB Dosage can only be changed on a Doctor's instructions

Timing\* \_\_\_\_\_

Special precautions\* \_\_\_\_\_

Are there any side effects that the School needs to know about?\*

\_\_\_\_\_  
\_\_\_\_\_

Self-Administration – Yes / No

### Procedures to take in an Emergency - Contact Details

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Phone No: (home/mobile) \_\_\_\_\_ (work) \_\_\_\_\_

Address \_\_\_\_\_

I understand that I must deliver the medicine personally to staff at the main office and accept that this is a service, which the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

**Signature(s)** \_\_\_\_\_ **Date**     /     /

**PTO for school staff agreement . . .**  
**School Staff Agreement**

I agree that name \_\_\_\_\_ (of child) will receive \_\_\_\_\_ (quantity  
and name of medicine) every day at \_\_\_\_\_(time/s).

This child will be given/supervised whilst he/she takes their medication by a member of staff in the  
office and a witness where necessary (as indicated on the medicine administration form)

This arrangement will continue until (either end date of course of medicine or until instructed by  
parents)

**Signed** \_\_\_\_\_ **Date**     /     /

**(The Office Manager/ Deputy/ Head or Inclusion Manager)**

**Appendix 4****Record of medicine administered to an individual child**  
*Holy Cross Catholic Primary Academy*

Surname _____	
Forename (s) _____	
Date of Birth	___ / ___ / ___ M F
Class	
Condition or illness _____	
Date medicine provided by parent ___ / ___ / ___	
Name and strength of medicine _____	
Quantity received	
Expiry date	___ / ___ / ___
Quantity returned	
Dose and frequency of medicine _____	
Period to be administered ___ / ___ / ___ TO ___ / ___ / ___	
Checked by: _____	
Staff Signature _____ Parent Signature _____	

DATE	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___
TIME GIVEN			
DOSE GIVEN			
ANY REACTIONS			
NAME & INITIAL OF STAFF			
WITNESSED BY			

Childs Name:

<b>DATE</b>	___/___/___	___/___/___	___/___/___
TIME GIVEN			
DOSE GIVEN			
ANY REACTIONS			
NAME & INITIAL OF STAFF			
WITNESSED BY			

Child's name:

<b>DATE</b>	___/___/___	___/___/___	___/___/___
TIME GIVEN			
DOSE GIVEN			
ANY REACTIONS			
NAME & INITIAL OF STAFF			
WITNESSED BY			

Child's name:

<b>DATE</b>	___/___/___	___/___/___	___/___/___
TIME GIVEN			
DOSE GIVEN			
ANY REACTIONS			
NAME & INITIAL OF STAFF			
WITNESSED BY			

Child's name:

