



THE NEWARK TRUST

PYRFORD CHURCH OF ENGLAND PRIMARY  
SCHOOL

SUPPORTING CHILDREN WITH MEDICAL  
CONDITIONS POLICY

Approval Date: Autumn 2024

Review Date: Autumn 2025





### **Statement of intent**

The governing body of Pyrford Church of England Primary School has a duty to ensure arrangements are in place to support pupils with medical conditions. The aim of this policy is to ensure that all pupils with medical conditions, in terms of both physical and mental health, receive appropriate support allowing them to play a full and active role in school life, remain healthy, have full access to education (including school trips and physical education) and achieve their academic potential.

Pyrford Church of England Primary School believes it is important that parents/carers of pupils with medical conditions feel confident that the school provides effective support for their child's medical condition, and that pupils feel safe in the school environment.

There are also social and emotional implications associated with medical conditions. Pupils with medical conditions can develop emotional disorders, such as self-consciousness, anxiety and depression, and be subject to bullying. This policy aims to minimise the risks of pupils experiencing these difficulties.

Long-term absences as a result of medical conditions can affect educational attainment, impact integration with peers, and affect wellbeing and emotional health. This policy contains procedures to minimise the impact of long-term absence and effectively manage short-term absence.

Some pupils with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. The school has a duty to comply with the Act in all such cases.

In addition, some pupils with medical conditions may also have SEND and have an education, health and care (EHC) plan collating their health, social and SEND provision. For these pupils, compliance with the DfE's 'Special educational needs and disability code of practice: 0 to 25 years' and the school's Special Educational Needs Policy will ensure compliance with legal duties.

To ensure that the needs of our pupils with medical conditions are fully understood and effectively supported, we consult with health and social care professionals, pupils and their parents/carers.



## 1. Legal framework

1.1. This policy has due regard to all relevant legislation including, but not limited to, the following:

- The Children and Families Act 2014
- The Education Act 2002
- The Education Act 1996 (as amended)
- The Children Act 1989
- The National Health Service Act 2006 (as amended)
- The Equality Act 2010
- The Health and Safety at Work etc. Act 1974
- The Misuse of Drugs Act 1971
- The Medicines Act 1968
- The School Premises (England) Regulations 2012 (as amended)
- The Special Educational Needs and Disability Regulations 2014 (as amended)
- The Human Medicines (Amendment) Regulations 2017
- DfE (2015) 'Special educational needs and disability code of practice: 0-25 years'
- DfE (2021) 'School Admissions Code'
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'

1.2. This policy has due regard to the following school policies:

- Administering Medication Policy
- Special Educational Needs Policy
- Drug and Alcohol Policy
- Complaints Policy & Procedure
- Equality, Diversity and Inclusion Policy
- Attendance and Absence Policy
- Pupils with Additional Health Needs Attendance Policy
- Admissions Policy

## 2. The role of the governing body

2.1. The governing body will be responsible for:

- Fulfilling its statutory duties under legislation.
- Ensuring that arrangements are in place to support pupils with medical conditions.
- Ensuring that pupils with medical conditions can access and enjoy the same opportunities as any other pupil at the school.
- Working with the LA, health professionals, commissioners and support services to ensure that pupils with medical conditions receive a full education.
- Ensuring that, following long-term or frequent absence, pupils with medical conditions are reintegrated effectively.
- Ensuring that the focus is on the needs of each pupil and what support is required to support their individual needs.
- Instilling confidence in parents/carers and pupils in the school's ability to provide effective support.
- Ensuring that all members of staff are properly trained to provide the necessary support and are able to access information and other teaching support materials as needed.
- Ensuring that no prospective pupils are denied admission to the school because arrangements for their medical conditions have not been made.
- Ensuring that pupils' health is not put at unnecessary risk. As a result, the governing body holds the right to not accept a pupil into school at times where it would be detrimental to the health of that pupil or others to do so, such as where the child has an infectious disease.
- Ensuring that policies, plans, procedures and systems are properly and effectively implemented.

2.2. The headteacher will be responsible for:

- The overall implementation of this policy.
- Ensuring that this policy is effectively implemented with stakeholders.
- Ensuring that all staff are aware of this policy and understand their role in its implementation.
- Ensuring that a sufficient number of staff are trained and available to implement this policy and deliver against all individual healthcare plans (IHPs), including in emergency situations.
- Considering recruitment needs for the specific purpose of ensuring pupils with medical conditions are properly supported.



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- Having overall responsibility for the development of IHPs.
  - Ensuring that staff are appropriately insured and aware of the insurance arrangements.
  - Contacting the school nurse where a pupil with a medical condition requires support that has not yet been identified.
- 2.3. Parents/carers will be responsible for:
- Notifying the school if their child has a medical condition.
  - Providing the school with sufficient and up-to-date information about their child's medical needs.
  - Being involved in the development and review of their child's IHP.
  - Carrying out any agreed actions contained in the IHP.
  - Ensuring that they, or another nominated adult, are contactable at all times.
- 2.4. Pupils will be responsible for
- Being fully involved in discussions about their medical support needs, where applicable.
  - Contributing to the development of their IHP, if they have one, where applicable.
  - Being sensitive to the needs of pupils with medical conditions.
- 2.5. School staff will be responsible for:
- Providing support to pupils with medical conditions, where requested, including the administering of medicines, but are not required to do so.
  - Taking into account the needs of pupils with medical conditions in their lessons when deciding whether or not to volunteer to administer medication.
  - Receiving sufficient training and achieve the required level of competency before taking responsibility for supporting pupils with medical conditions.
  - Knowing what to do and responding accordingly when they become aware that a pupil with a medical condition needs help.
- 2.6. The school nurse will be responsible for:
- At the earliest opportunity, notifying the school when a pupil has been identified as having a medical condition which requires support in school.
  - Supporting staff to implement IHPs and providing advice and training.
  - Liaising with lead clinicians locally on appropriate support for pupils with medical conditions.



2.7. Clinical commissioning groups CCGs will be responsible for:

- Ensuring that commissioning is responsive to pupils' needs, and that health services are able to cooperate with schools supporting pupils with medical conditions.
- Making joint commissioning arrangements for EHC provision for pupils with SEND.
- Being responsive to LAs and schools looking to improve links between health services and schools.
- Providing clinical support for pupils who have long-term conditions and disabilities.
- Ensuring that commissioning arrangements provide the necessary ongoing support essential to ensuring the safety of vulnerable pupils.

2.8. Other healthcare professionals, including GPs and paediatricians, are responsible for:

- Notifying the school nurse when a child has been identified as having a medical condition that will require support at school.
- Providing advice on developing IHPs.
- Providing support in the school for children with particular conditions, e.g. asthma, diabetes and epilepsy, where required.

2.9. Providers of health services are responsible for co-operating with the school, including ensuring communication takes place, liaising with the school nurse and other healthcare professionals, and participating in local outreach training.

2.10. The LA will be responsible for:

- Commissioning school nurses for local schools.
- Promoting co-operation between relevant partners.
- Making joint commissioning arrangements for EHC provision for pupils with SEND.
- Providing support, advice and guidance, and suitable training for school staff, ensuring that IHPs can be effectively delivered.
- Working with the school to ensure that pupils with medical conditions can attend school full-time.

2.11. Where a pupil is away from school for 15 days or more (whether consecutively or across a school year), the LA has a duty to make alternative arrangements, as the pupil is unlikely to receive a suitable education in a mainstream school.

### 3. Admissions

3.1. Admissions will be managed in line with the school's Admissions Policy.



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- 3.2. No child will be denied admission to the school or prevented from taking up a school place because arrangements for their medical condition have not been made; a child may only be refused admission if it would be detrimental to the health of the child to admit them into the school setting.
- 3.3. The school will not ask, or use any supplementary forms that ask, for details about a child's medical condition during the admission process.

### **4. Notification procedure**

- 4.1. When the school is notified that a pupil has a medical condition that requires support in school, the school nurse will inform the headteacher. Following this, the school will arrange a meeting with parents/carers, healthcare professionals and the pupil, with a view to discussing the necessity of an IHP, outlined in detail in the IHPs section of this policy.
- 4.2. The school will not wait for a formal diagnosis before providing support to pupils. Where a pupil's medical condition is unclear, or where there is a difference of opinion concerning what support is required, a judgement will be made by the headteacher based on all available evidence, including medical evidence and consultation with parents/carers.
- 4.3. For a pupil starting at the school in a September uptake, arrangements will be put in place prior to their introduction and informed by their previous institution. Where a pupil joins the school mid-term or a new diagnosis is received, arrangements are put in place within two weeks.

### **5. Staff training and support**

- 5.1. Any staff member providing support to a pupil with medical conditions will receive suitable training. Staff will not undertake healthcare procedures or administer medication without appropriate training. Training needs will be assessed by the inclusion team through the development and review of IHPs, on an annual basis for all school staff, and when a new staff member arrives. The school nurse or other appropriate medical professional confirms the proficiency of staff in performing medical procedures or providing medication.
- 5.2. A first-aid certificate does not constitute appropriate training for supporting pupils with medical conditions.
- 5.3. Through training, staff will have the requisite competency and confidence to support pupils with medical conditions and fulfil the requirements set out in IHPs. Staff will





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understand the medical condition(s) they are asked to support, their implications, and any preventative measures that must be taken.

- 5.4. Whole-school awareness updates are given on a termly basis for all staff, and included in the induction of new staff members.
- 5.5. The school nurse will identify suitable training opportunities that ensure all medical conditions affecting pupils in the school are fully understood, and that staff can recognise difficulties and act quickly in emergency situations.
- 5.6. Training is commissioned by the Inclusion Team and provided by the following bodies:
  - Commercial training provider
  - The school nurse
  - Parents/carers of pupils with medical conditions
- 5.7. The parents/carers of pupils with medical conditions will be consulted for specific advice and their views are sought where necessary, but they will not be used as a sole trainer.
- 5.8. The Senior Leadership Team will provide details of further CPD opportunities for staff regarding supporting pupils with medical conditions.

## 6. Self-management

- 6.1. Following discussion with parents/carers, pupils who are competent to manage their own health needs and medicines will be encouraged to take responsibility for self-managing their medicines and procedures. This is reflected in their IHP.
- 6.2. Where possible, pupils are allowed to carry their own medicines and relevant devices. Where it is not possible for pupils to carry their own medicines or devices, they will be held in suitable locations that can be accessed quickly and easily. If a pupil refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Instead, the procedure agreed in the pupil's IHP will be followed. Following such an event, parents/carers will be informed so that alternative options can be considered.
- 6.3. If a child with a controlled drug passes it to another child for use, this is an offence and appropriate disciplinary action is taken in accordance with our Drug and Alcohol Policy.



## 7. Individual healthcare plans (IHPs)

- 7.1. The school, healthcare professionals and parent/carer(s) agree, based on evidence, whether an IHP will be required for a pupil, or whether it would be inappropriate or disproportionate to their level of need. If no consensus can be reached, the headteacher will make the final decision.
- 7.2. The school, parent/carer(s) and a relevant healthcare professional will work in partnership to create and review IHPs. Where appropriate, the pupil is also involved in the process.
- 7.3. IHPs will include the following information:
- The medical condition, along with its triggers, symptoms, signs and treatments.
  - The pupil's needs, including medication (dosages, side effects and storage), other treatments, facilities, equipment, access to food and drink (where this is used to manage a condition), dietary requirements and environmental issues.
  - The support needed for the pupil's educational, social and emotional needs.
  - The level of support needed, including in emergencies.
  - Whether a child can self-manage their medication.
  - Who will provide the necessary support, including details of the expectations of the role and the training needs required, as well as who will confirm the supporting staff member's proficiency to carry out the role effectively.
  - Cover arrangements for when the named supporting staff member is unavailable.
  - Who needs to be made aware of the pupil's condition and the support required.
  - Arrangements for obtaining written permission from parents/carers and the headteacher for medicine to be administered by school staff or self-administered by the pupil.
  - Separate arrangements or procedures required during school trips and activities.
  - Where confidentiality issues are raised by the parent/carer(s) or pupil, the designated individual to be entrusted with information about the pupil's medical condition.



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- What to do in an emergency, including contact details and contingency arrangements.
- 7.4. Where a pupil has an emergency healthcare plan prepared by their lead clinician, this will be used to inform the IHP.
- 7.5. IHPs will be easily accessible to those who need to refer to them, but confidentiality will be preserved. IHPs will be reviewed on at least an annual basis, or when a child's medical circumstances change, whichever is sooner.
- 7.6. Where a pupil has an EHC plan, the IHP will be linked to it or become part of it. Where a child has SEND but does not have an EHC plan, their SEND will be mentioned in their IHP.
- 7.7. Where a child is returning from a period of hospital education, alternative provision or home tuition, the school will work with the LA and education provider to ensure that their IHP identifies the support the child will need to reintegrate.

### **8. Managing medicines**

- 8.1. In accordance with the school's Administering Medication Policy, medicines will only be administered at school when it would be detrimental to a pupil's health or school attendance not to do so. Pupils will not be given prescription or non-prescription medicines without their parent/carer's written consent.
- 8.2. Non-prescription medicines may be administered in the following situations:
- When it would be detrimental to the pupil's health not to do so
  - When instructed by a medical professional
- 8.3. No pupil will be given medicine containing aspirin unless prescribed by a doctor. Pain relief medicines will not be administered without first checking when the previous dose was taken and the maximum dosage allowed.
- 8.4. Parents/carers will be informed any time medication is administered that is not agreed in an IHP.
- 8.5. The school will only accept medicines that are in-date, labelled, in their original container, and contain instructions for administration, dosage and storage. The only exception to this is insulin, which must still be in-date, but is available in an insulin pen or pump, rather than its original container.
- 8.6. All medicines will be stored safely. Pupils will be informed where their medicines are at all times and access to them can be arranged immediately, whether in school or





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attending a school trip/residential visit. Where relevant, pupils will be informed of who holds the key to the relevant storage facility. When medicines are no longer required, they will be returned to parents/carers for safe disposal.

- 8.7. A sharps box will be used for the disposal of needles and other sharps.
- 8.8. Controlled drugs will be stored in a non-portable container and only named staff members have access; however, these drugs can be easily accessed in an emergency. A record will be kept of the amount of controlled drugs held and any doses administered. Staff may administer a controlled drug to a pupil for whom it has been prescribed. They must do so in accordance with the prescriber's instructions.
- 8.9. The school will hold asthma inhalers for emergency use. The inhalers will be stored in the school office and their use is recorded.
- 8.10. Records will be kept of all medicines administered to individual pupils – stating what, how and how much was administered, when and by whom. A record of side effects presented will also be held.

### **9. Adrenaline auto-injectors (AAIs)**

- 9.1. Parents are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.
- 9.2. Staff members receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.
- 9.3. There a pupil has been prescribed an AAI, this will be written into their IHP. A Register of AAIs will be kept of all the pupils who have been prescribed an AAI to use in the event of anaphylaxis. A copy of this will be held in the office for easy access in the event of an allergic reaction and will be checked as part of initiating the emergency response.
- 9.4. For pupils who have prescribed AAI devices, these are stored in the school office.
- 9.5. Designated staff members will be trained in how to administer an AAI, and the sequence of events to follow when doing so. AAIs will only be administered by these staff members.
- 9.6. In the event of anaphylaxis, a designated staff member will be contacted. Where there is any delay in contacting designated staff members, or where delay could cause a fatality, the nearest staff member will administer the AAI. If necessary, other





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staff members may assist the designated staff members with administering AAIs, such as where the pupil needs restraining.

- 9.7. Where a pupil is, or appears to be, having a severe allergic reaction, the emergency services will be contacted even if an AAI device has already been administered.
- 9.8. In the event that an AAI is used, the pupil's parents/carers will be notified that an AAI has been administered. Where any AAIs are used, the following information will be recorded on the AAI Record:
  - Where and when the reaction took place
  - How much medication was given and by whom
- 9.9. AAIs will not be reused and will be disposed of according to manufacturer's guidelines following use.
- 9.10. In the event of a school trip, pupils at risk of anaphylaxis will have access to their AAIs.

### **10. Record keeping**

- 10.1. Written records are kept of all medicines administered to pupils. Proper record keeping will protect both staff and pupils, and provide evidence that agreed procedures have been followed.
- 10.2. Appropriate forms (3 & 4) for record keeping can be found further in this policy.

### **11. Emergency procedures**

- 11.1. Medical emergencies will be dealt with under the school's emergency procedures.
- 11.2. Where an IHP is in place, it should detail:
  - What constitutes an emergency.
  - What to do in an emergency.
- 11.3. Pupils will be informed in general terms of what to do in an emergency, such as telling a teacher.
- 11.4. If a pupil needs to be taken to hospital, a member of staff will remain with the pupil until their parents/carers arrive. When transporting pupils with medical conditions to medical facilities, staff members will be informed of the correct postcode and address for use in navigation systems.



## 12. Day trips, residential visits and sporting activities

- 12.1. Pupils with medical conditions are supported to participate in school trips, sporting activities and residential visits.
- 12.2. Prior to an activity taking place, the school will conduct a risk assessment to identify what reasonable adjustments should be taken to enable pupils with medical conditions to participate. In addition to a risk assessment, advice will be sought from pupils, parents/carers and relevant medical professionals. The school will arrange for adjustments to be made for all pupils to participate, except where evidence from a clinician, such as a GP, indicates that this is not possible.

## 13. Unacceptable practice

- 13.1. The school will not:
- Assume that pupils with the same condition require the same treatment.
  - Prevent pupils from easily accessing their inhalers and medication.
  - Ignore the views of the pupil and/or their parents/carers.
  - Ignore medical evidence or opinion.
  - Send pupils home frequently for reasons associated with their medical condition, or prevent them from taking part in activities at school, including lunch times, unless this is specified in their IHP.
  - Send an unwell pupil to the school office alone or with an unsuitable escort.
  - Penalise pupils with medical conditions for their attendance record, where the absences relate to their condition.
  - Make parents/carers feel obliged or forced to attend school to administer medication or provide medical support, including for toilet issues. The school will ensure that no parent/carer is made to feel that they have to give up working because the school is unable to support their child's needs.
  - Create barriers to pupils participating in school life, including school trips.
  - Refuse to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

## 14. Liability and indemnity

- 14.1. The governing body will ensure that appropriate insurance is in place to cover staff providing support to pupils with medical conditions.
- 14.2. The school holds an insurance policy with RPA covering liability relating to the administration of medication.
- 14.3. All staff providing such support are provided access to the insurance policies.
- 14.4. In the event of a claim alleging negligence by a member of staff, civil actions are most likely to be brought against the school, not the individual.

## 15. Complaints

- 15.1. Parents/carers or pupils wishing to make a complaint concerning the support provided to pupils with medical conditions are required to speak to the school in the first instance. If they are not satisfied with the school's response, they may make a formal complaint via the school's complaints procedure. If the issue remains unresolved, the complainant has the right to make a formal complaint to the DfE.
- 15.2. Parents/carers and pupils are free to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

## 16. Home-to-school transport

- 16.1. Arranging home-to-school transport for pupils with medical conditions is the responsibility of the LA. Where appropriate, the school will share relevant information to allow the LA to develop appropriate transport plans for pupils with life-threatening conditions.

## 17. Defibrillators

- 17.1. The school has 2 HeartOn A15 automated external defibrillators (AEDs). The AEDs are located: 1. on the wall next to the rear entrance doors; 2. on the wall next to the fire exit doors in the hall.
- 17.2. All staff members will be made aware of the AED's location and what to do in an emergency. A risk assessment regarding the storage and use of AEDs at the schools will be carried out and reviewed regularly
- 17.3. No training will be needed to use the AED, as voice and/or visual prompts guide the rescuer through the entire process from when the device is first switched on or



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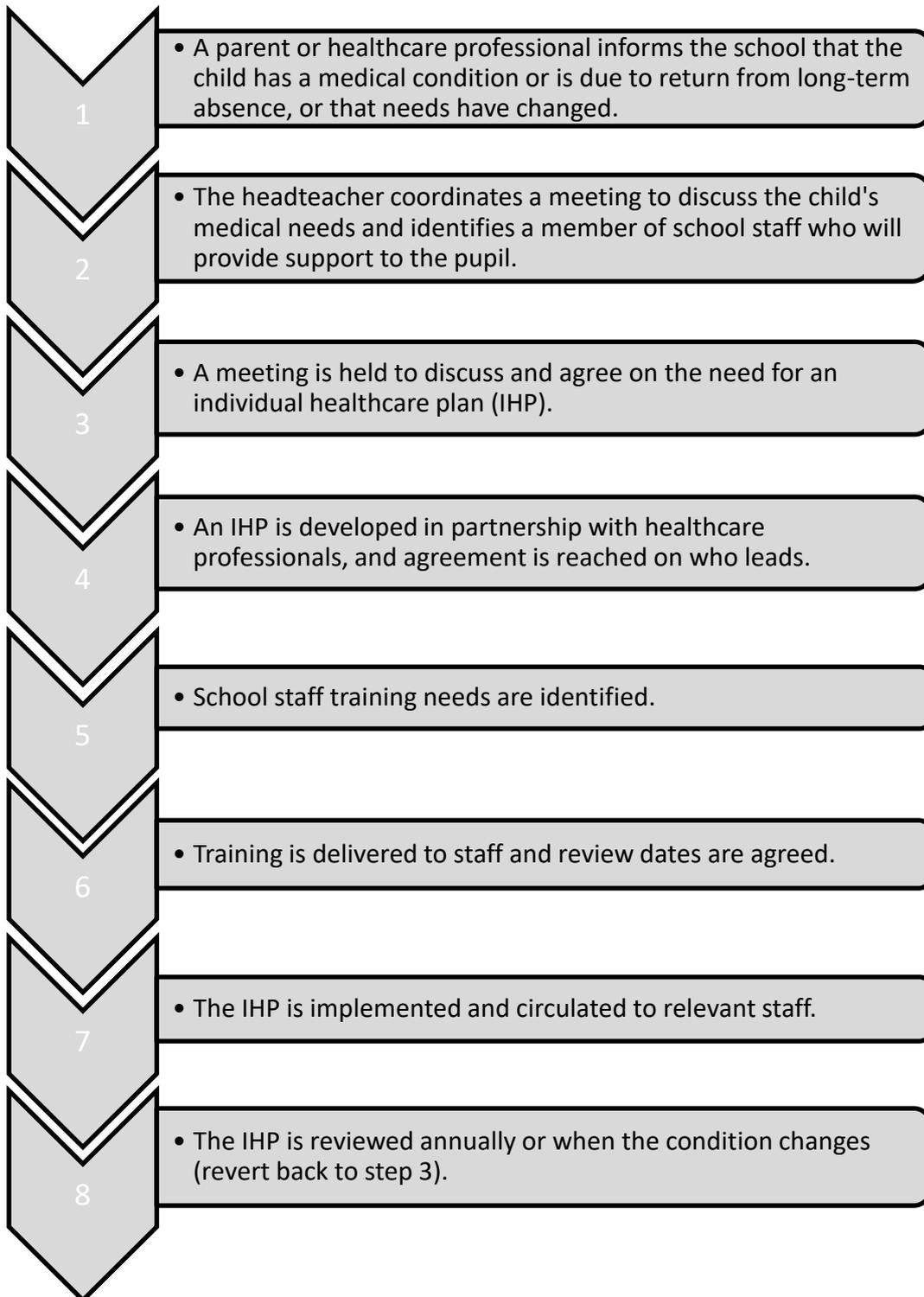
opened; however, staff members will be trained in cardiopulmonary resuscitation (CPR), as this is an essential part of first-aid and AED use.

- 17.4. The emergency services will always be called where an AED is used or requires using.
- 17.5. Where possible, AEDs will be used in paediatric mode or with paediatric pads for pupils under the age of eight.
- 17.6. Maintenance checks will be undertaken on AEDs on a regular basis by the Premises Officer, who will also keep an up-to-date record of all checks and maintenance work.





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## PYRFORD CHURCH OF ENGLAND PRIMARY SCHOOL FORM 1 - INDIVIDUAL HEALTHCARE PLAN

Child's name	
Class	
Date of Birth	
Child's address	
Medical diagnosis/condition	
Date	
Review Date	

### Family Contact Information

Name	
Relationship to child	
Phone no (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no (work)	
(home)	
(mobile)	

### Clinic/Hospital Contact

Name	
Phone no	

### Child's GP

Name	
Phone no	

Who is responsible for providing support in school	
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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 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



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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





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PYRFORD CHURCH OF ENGLAND PRIMARY SCHOOL

FORM 2 – PARENTAL AGREEMENT FOR THE SCHOOL TO ADMINISTER MEDICINE

The school will not give your child medicine unless you complete and sign this form.

## Administration of medication form

Date for review to be initiated by:	
Name of child	
Date of Birth	
Class	
Medical condition/illness	

### Medicine

Name/type of medicine ( <i>as described on the container</i> )	
Expiry date	
Dosage & method	
Timing	
Special precautions / other instructions	
Any side effects that the school needs to know about:	
Self-administration?	Yes / No ( <i>please delete one</i> )
Procedures to take in an emergency	

**NB: Medicines must be in the original 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 the school office	

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

Signature .....

Date .....





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## PYRFORD CHURCH OF ENGLAND PRIMARY SCHOOL FORM 3 – RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD

Name of child	
Date medicine provided by parent	
Class	
Quantity received	
Name & strength of medicine	
Expiry date	
Quantity returned	
Dose & frequency of medicine	

Staff signature .....

Signature of parent .....

Date			
Time given			
Dose given			
Name of staff member			
Staff initials			

Date			
Time given			
Dose given			
Name of staff member			
Staff initials			

Date			
Time given			
Dose given			
Name of staff member			
Staff initials			







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## FORM 5 – ADMINISTRATION OF MEDICATION (RESIDENTIAL VISITS) CONSENT FORM

Name of child	
Date of Birth	
Class	

### MEDICATION

**(Please make sure medication is clearly labeled with student's name, DOB, class and dosage)**

	Medication 1	Medication 2	Medication 3
Condition or illness (or requirement for medication)			
Name/type of medication (as described on the container/box)			
For how long will your child take this medication?			
Date dispensed			
Dosage			
Method of administration (by mouth, injection)			
Times to be given			
Special precautions			
Side effects			
Procedures to take in an emergency			

- I accept that there is no legal duty requiring school staff to administer medication therefore it should be noted that this is a service that the school is not obliged to undertake.
- I understand that I must complete this form and return it to the trip leader on the day of departure.
- I understand that all medication must be handed to the trip leader on the day





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of departure.

- I give my consent for the nominated school staff member to administer the medicine listed overleaf to the child named overleaf.
- I understand that medication supplied must be suitable for use and within date.
- I understand that if my child vomits or spits out the medication given, the dose will not be repeated.
- I confirm that I will notify the school of all changes in circumstances and/or any relevant information.

Signature(s): ..... Date: .....

Please print name: .....

Relationship to pupil: .....

**Please return this form to the trip leader with medication  
at time of departure**





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## PYRFORD CHURCH OF ENGLAND PRIMARY SCHOOL STAFF TRAINING RECORD – ADMINISTRATION OF MEDICATION

Name of staff member	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that \_\_\_\_\_ has received the training detailed above and is competent to carry out any necessary treatment pertaining to - \_\_\_\_\_ [name of treatment type]. I recommend that the training is updated by \_\_\_\_\_ [name of staff member].

Trainer's signature: \_\_\_\_\_

Print name: \_\_\_\_\_

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

**I confirm that I have received the training detailed above.**

Staff signature: \_\_\_\_\_

Print name: \_\_\_\_\_

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

Suggested review date: \_\_\_\_\_





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### CONTACTING EMERGENCY SERVICES

**To be stored by the phone in the school office**

**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.**

- The telephone number: 01932 342693
- Your name
- Your location as follows: Pyrford Church of England Primary School, Coldharbour Road, Pyrford, Surrey
- The satnav postcode: GU22 8SP
- The exact location of the patient within the school
- The name of the child and a brief description of their symptoms
- The best entrance to use and where the crew will be met and taken to the patient





**Letter Inviting Parents to Contribute to Individual Healthcare Plan  
Development**

Dear Parent/Carer

**RE: Developing an individual healthcare plan for your child**

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom.

Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for [date]. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend or whether rescheduling is required. The meeting will include me (the Inclusion Lead), a relevant healthcare professional and the school nurse. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist, and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it to the school office, together with any relevant evidence, for consideration at the meeting. I would be happy for you contact me by email on [g.newman@pyrford.surrey.sch.uk](mailto:g.newman@pyrford.surrey.sch.uk) or to speak by phone on 01932 3426936 if this would be helpful.

Yours sincerely,

Gemma Newman  
SENCO

