Supporting Pupils at School with Medical Conditions Policy and Procedures

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Name of responsible Committee/individual:	SENDCo
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Related documents: All federation policies referred to are available on the federation website: https://thewintertonfederation.co.uk If English is not your first language, and you require assistance/translation, please contact the Junior school office.	Department for Education's statutory guidance - 'Supporting pupils at school with medical conditions' April 2014 (updated June 2014). Children and Families Act 2014 (Section 100). Equality Act 2010. Special Educational Needs and Disability (SEND) Code of Practice January 2014, updates September 2024. Human Medicines (Amendment No. 2) Regulations 2012, updates 2023. Federation Mental Health & Well-being Policy
Strategic alignment:	1.5 Objective: Ensure that the federation is inclusive, equal and equitable for all stakeholders

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At The Winterton Federation we endeavour to nurture unique individuals in a happy, safe, respectful and inclusive environment, where everyone is inspired to be the best they can be throughout their journey of life.

"Let your light shine so others may see your good deeds|" Matthew 5:16

Legislative background

At The Winterton Federation we recognise and meet our duties and responsibilities in relation to supporting pupils at school with medical conditions. These duties and responsibilities are contained in the legislation and statutory guidance listed below:

- Department for Education's statutory guidance - 'Supporting pupils at school with medical conditions' April 2014 (updated June 2014) - governing bodies, proprietors and management committees must have regard to this guidance in order to meet the duty/responsibilities of the Children and Families Act 2014.
- Children and Families Act 2014 (Section 100) - places a duty upon governing bodies of maintained schools, proprietors of academies and management committees of PRUs to plan for supporting pupils at their school with medical conditions.
- Equality Act 2010 - some children with medical conditions may be disabled. Where this is the case governing bodies must comply with their duties under the Equality Act 2010.
- Special Educational Needs and Disability (SEND) Code of Practice January 2014 - some children with medical conditions may also have special educational needs (SEN) and may have a Statement, or Education, Health and Care (EHC) Plan. For children with SEN this policy / procedure statement should be read in conjunction with school SEN policies and the SEND Code of Practice.
- Human Medicines (Amendment No. 2) Regulations 2012 - allows schools to hold stocks of asthma inhalers containing salbutamol for use in an emergency.

Policy arrangements

- The Executive Headteacher, Mrs Joanne Spencer, ensures that sufficient staff are suitably trained.
- All relevant staff including supply and other temporary staff are made aware of the child's condition.
- Cover arrangements are put into place to cover for staff absence to ensure appropriate provision is always available.
- Risk assessments are put into place for educational visits, and other school activities outside the normal timetable.
- Individual Healthcare Plans (IHPs), where implemented, are monitored and involve appropriate health care professionals.

Part 1 - Children with specific medical conditions

At The Winterton Federation, children with specific medical conditions, in terms of both physical and mental health, are appropriately supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. Children with specific medical conditions are encouraged and supported to access and enjoy the same opportunities at school as any other child. Please also see our federation Mental Health and Well-Being Policy for further guidance on Mental Health and Well-Being as well as the Mental health and well-being section on our federation website.

Supporting Pupils at School with Medical Conditions Policy and Procedures

We recognise that pupils with **long-term** and **complex** medical conditions may require on-going support, medicines or care whilst at school to help them to manage their condition and keep them well. In this instance, an Individual Healthcare Plan (IHP) is completed *(see 'Individual Healthcare Plans', p3).* Others may require monitoring and interventions in emergency circumstances. The Winterton Federation recognises that each child's needs are individual.

We also recognise that needs may change over time, and that this may result in extended absences from school. The federation makes every effort to minimise the impact upon a child's educational attainment and support his or her emotional and general well-being, including any necessary re-integration programmes, including the drawing up of an IHP if necessary. The federation strives to give pupils and their parents/carers confidence in the federation's approach.

The federation recognises that some children who require support with their specific medical conditions may also have special educational needs and may have an Education, Health and Care (EHC) Plan, also introduced by the Children and Families Act 2014. We work together with other schools, health professionals, other support services, and the Local Authority. Sometimes it is necessary for the federation to work flexibly, for example, by means of a combination of attendance at school and alternative provision/personalised learning.

Procedure to be followed when notification is received that a pupil has a specific medical condition (e.g. diabetes, epilepsy, etc.)

The federation, in consultation with all relevant stakeholders including parents/carers:

- ensures that arrangements are put into place to cover transition from another setting, upon being notified that a child is coming into school with a specific medical condition. These may vary from child to child, according to the existing IHP.
- ensures that arrangements are implemented following reintegration into the school or when the needs of a child change.
- puts arrangements into place in time for the start of the new school term.
- in other cases, such as a new diagnosis or children moving to a new school mid-term, makes every effort to ensure that appropriate arrangements are in place within two weeks.
- provides support to pupils where it is judged by professionals that there is likely to be a medical condition; ensures that any staff training needs are identified and met.

Individual Healthcare Plans (IHP)

The federation SENDCo, Mrs Sue Waters is normally responsible for developing IHPs, in liaison with, and with appropriate oversight of, a relevant healthcare professional (e.g., school nurse/nurse specialist - diabetes/epilepsy/paediatrician, etc). The purpose of an IHP is to ensure that there is clarity about what needs to be done, when and by whom. An IHP will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and they are likely to be helpful in most other cases, especially where medical conditions are **long-term** and **complex** and require specific management. **However, not all children require an IHP**. The federation, healthcare professionals and parents/carers agree, based upon evidence, when an IHP would be inappropriate or disproportionate. If consensus cannot be reached, the Executive Headteacher takes a final view. A flow chart for agreeing the support required is provided in Annex A and a template IHP is provided in Annex B. Input from a healthcare professional **must** be provided.

The IHP is confidential to parents/carers/pupils and to those federation staff who need to know. The level of detail within an IHP depends upon the complexity of the child's condition and the degree of support needed. Where a pupil has a special educational need, but does not have an EHC Plan, their special educational needs is referred to in their IHP.

IHPs, and their review, may be initiated, in consultation with the parent/carer, by a member of federation staff or a healthcare professional involved in providing care for the pupil. IHPs are drawn up in partnership between the federation, parents/carers, and a relevant healthcare professional, e.g., Specialist or Community/School Nurse/other health professional. Wherever possible, the pupil is also involved in the process. The aim is to capture what needs to be done to help staff and the pupil manage their condition and overcome any potential barriers to getting the most from their education. Responsibility for ensuring the plan is finalised rests with the federation.

IHPs are reviewed at least annually or more frequently if evidence is presented that the pupil's needs have changed. IHPs are devised with the pupil's best interests in mind, ensuring that an assessment of risk to the child's education, health and social well-being is managed minimising disruption. Reviews are linked to any EHC Plan, as appropriate.

Information to be recorded on an IHP

When deciding upon the information to be recorded on IHPs, the following is considered:

- the medical condition, its triggers, signs, symptoms and treatments.
- the pupil's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g., crowded corridors, travel time between lessons.
- specific support for the pupil's educational, social and emotional needs, e.g., exams, use of rest periods or additional support in catching up with lessons, counselling sessions.
- the level of support needed, including in emergencies. If a pupil is self-managing their medication, this is clearly stated with appropriate arrangements for monitoring.
- who will provide the support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional; and cover arrangements for when they are unavailable.
- who in the federation needs to be aware of the pupil's condition and the support required.
- arrangements for written permission from parents/carers and the Executive Headteacher for medication to be administered by a member of staff or self-administered by the pupil during school hours.
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g., appropriate Risk Assessments.
- where confidentiality issues are raised by the parent/carer or pupil, the designated individuals to be entrusted with information about the pupil's condition.
- 'What to do in an emergency', including whom to contact and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform the development of their school IHP.
- informing/sharing appropriate IHP information with other relevant bodies (e.g., Home to School Transport) through appropriate agreement/consent.

Roles and responsibilities

Supporting a pupil with a specific medical condition during school hours is not the sole responsibility of one person. The federation works, collaboratively; both with staff within the organisation and with outside agencies, as the circumstances of each pupil dictate.

Governing Board

The Governing Board ensures that:

- pupils in school with medical conditions are supported.
- this policy is reviewed at least annually, developed, implemented and monitored.
- staff receive suitable training and that they are competent before they take on the responsibility to support children with specific medical conditions.

- there are quality assurance systems in place to ensure that pupils in school with specific medical conditions are supported (e.g., case monitoring/assurance audits).

Executive Headteacher

The Executive Headteacher has overall responsibility for the development of IHPs. The Executive Headteacher ensures that:

- the *Supporting Pupils at School with Medical Conditions Policy/Procedure* is developed and effectively implemented with partners, including ensuring that all staff are aware of the policy and that they understand their role in implementing the policy.
- all staff who need to know are aware of a pupil's specific medical condition.
- sufficiently trained staff are available to implement the policy and deliver against all the IHPs, including in contingency and emergency situations.
- all staff are appropriately insured to support pupils in this way.
- appropriate staff liaise with the school nurse in respect of a pupil who has a specific medical condition, including in cases where the situation has not yet been brought to the attention of the school nursing service.

Federation Staff

Any member of the federation staff may be asked to provide support to pupils with specific medical conditions, including the administration of medicines, e.g., EpiPens, insulin.

Any member of federation staff should know what to do and respond accordingly when they become aware that a pupil with a specific medical condition needs help.

Pupils

Pupils with specific medical conditions may be best placed to provide information about how their condition affects them. They are involved in discussions about their medical support needs and contribute as much as possible to the development of, and review of, their IHP. Other children are often sensitive to the needs of those with specific medical conditions and this is considered as part of wider planning.

Parents/Carers

Parents/carers should provide the federation with sufficient and up-to-date information about their child's medical needs. At The Winterton Federation, parents/carers are key partners, and they will be involved in the development and review of their child's IHP, including its drafting. Parents/carers should carry out the action they have agreed to as part of its implementation, e.g., provide medicines and equipment and ensure they or another nominated adult are always contactable.

Local Authority

The Winterton Federation communicates/liaises with the Local Authority as appropriate/required by a pupil's medical needs/condition. The Local Authority has a duty to commission a school nursing service to the federation schools. The Local Authority provide support, advice and guidance, as appropriate.

Providers of Health Services

The Winterton Federation communicates/liaises with providers of health services as appropriate/required by a pupil's medical needs. Health services can provide valuable support, information, advice and guidance to schools, and their staff, to support children with specific medical conditions at school.

Clinical Commissioning Groups (CCGs)

The Winterton Federation communicates/liaises with CCG colleagues as appropriate/required by a pupil's medical needs. CCGs commission other healthcare professionals such as specialist nurses. They ensure that commissioning is responsive to children's needs, and that health services can co-operate with schools supporting children with medical conditions.

Staff training and support

Training needs for staff are assessed by looking at the current and anticipated needs of pupils already on roll. It may be possible to determine training needs by early information relating to a child about to be admitted to the school. All members of staff providing support to a pupil with medical needs will have been trained beforehand. Staff who provide specific support to pupils with medical conditions are included in meetings where this is discussed. All staff training in relation to specific medical conditions is recorded/signed off in terms of competency.

The type of training, and frequency of refresher training, is determined by the actual medical condition that a pupil may have and this is supported by the Governing Board. Some training may be arranged by the federation, and other types may make use of the skills and knowledge provided by the school nursing service, or specialist nursing services, among others. In some cases, a specific health care professional is required to provide appropriate training. Training may involve on-site or off-site provision. Parents/carers and appropriate healthcare professionals are asked to supply specific advice in relation to possible training requirements.

Staff are made aware of the specific needs of each pupil with a medical condition and are competent and confident to deliver the support. It must be noted that a First Aid certificate alone will not suffice for training to support children with medical conditions. The *Supporting Pupils at School with Medical Conditions Policy/Procedure* is subject to whole staff consultation as part of the draft, and subsequent reviews. All members of staff are informed of it, and it is included in the induction arrangements for new staff to the federation.

The pupil's role in managing their own medical needs

At The Winterton Federation, pupils who require medication or other procedures are supervised in administering them or receiving them from a relevant member of staff who has received the relevant training (see above). If a pupil refuses to take medicine or carry out a medical procedure, staff follow the procedure agreed in the IHP. Parents/carers and relevant health professionals are informed so that alternative options can be considered.

Part 2 - Children with non-specific medical conditions Managing medicines on school premises

Prescription medicines

Where clinically possible, medicines should be prescribed in dose frequencies that enable them to be taken outside school hours. Where this is not possible, the following applies:

- No pupil is given prescription medicines without their parent's/carer's written consent *(see Annex C).*
- No pupil is given a medicine containing aspirin unless it has been prescribed by a doctor. Parents/carers are required to give their written consent.
- The federation only accepts prescribed medicines that are in-date, labelled, provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage. The exception to this is insulin, which must be in-date, but will generally be available to schools inside an insulin pen or pump, rather than its original container.
- Prescribed medicines are stored safely. These are stored in a locked store cupboard or in a fridge.
- Pupils who need to access their prescribed medicines immediately, such as those requiring asthma inhalers, will always have access to these.
- On educational visits, prescribed medicines are looked after by a relevant member of staff.
- If a controlled drug has been prescribed, it is kept securely and stored in a non-portable container. Named staff only have access to such medication so that it can be administered to the specific pupil. The federation

keep a record of doses administered, stating what, how and how much was administered, when and by whom. Any side effects of the medication are noted.

- Medicine must be brought in and collected by an adult as pupils should not be responsible for medicine When no longer needed, prescribed medicines are returned to the parent/carer to arrange for safe disposal. Parents/carers are required to provide a signature to acknowledge receipt.
- Written records are kept of all medicines administered to pupils and parents/carers are informed if their child has been unwell at school.

Non-prescribed ('over the counter') medicines

- Non-prescription medicines are administered/managed by parents/carers or a nominated adult (e.g., grandparent, auntie), as far as is reasonably practicable, should they be needed during the school day.
- Where the above is not practicable, the giving of non-prescription medicines by school staff **must** be agreed by a senior member of staff only for exceptional reasons and parents/carers will need to provide the appropriate written consent *(see Annex C).*
- Medicines **are** only administered at school when it would be detrimental to a pupil's health or school attendance not to do so.
- We do **not** accept and give medicines *'in case they need it'* - no pupil is able to decide this, and the school staff will not make this decision.
- If the necessary arrangements have been made for the federation to administer non-prescribed medicines, the medicine is stored safely in a locked store cupboard or in a fridge.
- For the administering of non-prescription medicines during an educational visit, parents/carers should provide written consent (see Annex C) and a relevant member of staff looks after the medicine.
- No pupil is given a medicine containing aspirin unless a doctor has prescribed it.
- Some medicines may be stored in classroom storerooms, such as cough/throat lozenges. If a pupil brings cough/throat lozenges to keep in the classroom store cupboard, a note with signed written consent from the parent/carer is required.
- The federation keep a record of doses administered (including any that a parent/carer gives), stating what, how and how much was administered, when and by whom. This record is checked before administering a medicine to ensure this hasn't already been given. Another member of staff must witness this. Any side effects of the medication are noted.
- Medicine must be brought in and collected by an adult, as pupils should not be responsible for medicine.
- When no longer needed, non-prescribed medicines are returned to the parent/carer to arrange for safe disposal. Parents/carers are required to provide a signature to acknowledge receipt.
- Written records are kept of all medicines administered to pupils and parents/carers are informed if their child has been unwell at school.

General medical procedures

Pupils who are taken ill at school

The pupil is sent to the Medical Room, or school office and an assessment of his/her condition is made by a member of staff who is first aid trained. Normally after a short period the pupil returns to class. If, however, the pupil continues to feel unwell then the school contacts the parents/carers, asking them to collect the pupil. If the parents/carers cannot be contacted, then the school contact other persons previously nominated by the parent.

Under no circumstances will any painkillers or other medication be administered in these instances. However, in some cases, parents/carers (or another nominated adult with written parental permission) may choose to bring in medicine and give it to the pupil themselves to allow them to continue the school day.

Pupils who have accidents at school

There are always teaching assistants (TAs) on duty in each playground. TAs carry a basic first aid pack with them as a first response to incidents that require immediate care. Minor accidents that cannot be attended to on the playground are dealt with in the medical room. Accidents are recorded on Arbor *(see Health and Safety Policy)* and if serious, parents/carers are contacted immediately by telephone. At the Infant school, parents are informed of the accident at the end of the day in a face-to-face conversation with a member of staff; parents/carers are asked to sign the accident book to confirm they have received the notification. Any accidents that a Nursery or Reception child may have in school are also recorded on Arbor.

Parents/carers are informed of all accidents other than minor bumps and grazes. Head bumps are reported to parents/carers by telephone. In the case of more serious accidents, parents/carers are contacted and asked to collect the pupil. If parents/carers or other nominated persons cannot be contacted, then the Executive Headteacher or her representative will act in loco parentis on further decisions, e.g., regarding hospitalisation. Serious accidents or appropriate medical information is also logged on CPOMS.

Under no circumstances are any painkillers or other medication administered in these instances.

Record Keeping

A medical list of all children is compiled each year by the SENDCo and is kept updated. Each class has their own list with their children's medical needs listed (yellow file). A record of accidents is kept in each school, and, in the case of more serious accidents, witness statements are taken as soon as possible after the event.

Use of emergency salbutamol inhalers in the school

From 1st October 2014, the Human Medicines (Amendment Number 2) Regulations 2014 allowed schools to buy salbutamol inhalers, without a prescription, for use in emergencies. The emergency salbutamol inhaler should only be used by children, for whom written parental consent has been given (see Annex D), who have either been diagnosed with asthma or prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. **The inhaler is only used if the pupil's inhaler in not available or is unusable.** The inhaler is stored in a locked medical cabinet. Parents/carers are notified if the emergency inhaler is used (see Annex E).

Allergies/Anaphylactic Shock

At The Winterton Federation, we are aware that our children may suffer from food, bee/wasp sting, animal or nut allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way. Our position is not to guarantee a completely allergen free environment, rather: to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies. The Statutory Framework states that the provider must obtain information about any dietary requirements/allergy. As such, families are asked to provide details of allergies in the pupil's School Admissions Forms (which are submitted before starting school) and the Medical Information Form which is sent to parents/carers on starting with the federation.

Medical Information (EpiPens)

Where EpiPens (Adrenalin) are required in the IHP:

- families are responsible for the provision and timely replacement of the EpiPens.
- the EpiPens are located securely in relevant locations approved by the Executive Headteacher.
- EpiPens are located so that all adults involved with the child know where they are always.

In the event of a child suffering an allergic reaction:

- we delegate someone to contact the pupil's families.
- if a child becomes distressed or symptoms become more serious, telephone 999.
- keep calm, make the pupil feel comfortable and give them space.

- if medication is available, it is administered as per training.
- if families have not arrived by the time ambulance arrives, a member of staff accompany the pupil to hospital.
- if a pupil is taken to hospital by car, two members of staff accompany them.

Emergency procedures

Both schools in The Winterton Federation have several named first aiders who are on the premises throughout the day.

Generally, the Executive Headteacher or her representative will make the decision to call emergency services, but any member of staff will be free to do this if they deem it necessary.

If a pupil is taken to hospital, two members of staff stay with the pupil until the parents/carers arrive, or accompany a pupil taken to hospital by ambulance. Accurate information about the pupil is provided to the emergency services at the call out stage, during any first response stage, or subsequent moving on to hospital. Generally, staff members do not take pupils to hospital in their own car, but, in an emergency, this may be the best course of action. The member of staff driving will have the relevant insurance in place.

For children with specific medical conditions, their IHP will clearly define what constitutes an 'emergency' and the action to be taken, including ensuring that all relevant staff are aware of emergency symptoms and procedures. It may be necessary to inform other pupils in general terms so that they can inform a member of staff immediately if they think help is needed.

Educational visits and sporting activities

The federation consider how a pupil's medical condition will impact upon their participation. We encourage all children to participate according to their ability and make any necessary reasonable adjustments, unless evidence from a clinician, such as a GP, states that this is not possible.

The federation consider what reasonable adjustments and risk assessments are required so that planning arrangements consider all steps needed to ensure that children with medical conditions are included. This requires consultation with parents/carers, pupils and advice from relevant healthcare professionals to ensure that pupils can participate safely.

Unacceptable practice

Although federation staff use their discretion and judge each case on its merits and, where applicable, with reference to the pupil's IHP, 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 pupil with the same condition requires the same treatment.
- ignore the views of the pupil or their parents; or ignore medical evidence or opinion, (although this may be challenged).
- send children with medical conditions home or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHP (where applicable).
- if the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- penalise children for their attendance record if their absences are related to their specific medical condition e.g., hospital appointments.
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to manage their specific medical condition effectively (as identified in their IHP).

- require parents/carers 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 educational visits, e.g., by requiring parents to accompany the child.

Liability and indemnity

The Governing Board at The Winterton Federation ensures that appropriate insurance is in place and that it reflects the level of risk. The insurance covers staff providing support to pupils with medical conditions. From time to time, the federation will need to review the level of cover for healthcare procedures and any associated related training requirements (such as may be the case with specific children with complex needs).

Complaints

Parents/carers who are dissatisfied with the support provided should discuss their concerns directly with the federation. If for whatever reason this does not resolve the issue, they can make a formal complaint via the federation complaints procedure.

Other issues for consideration

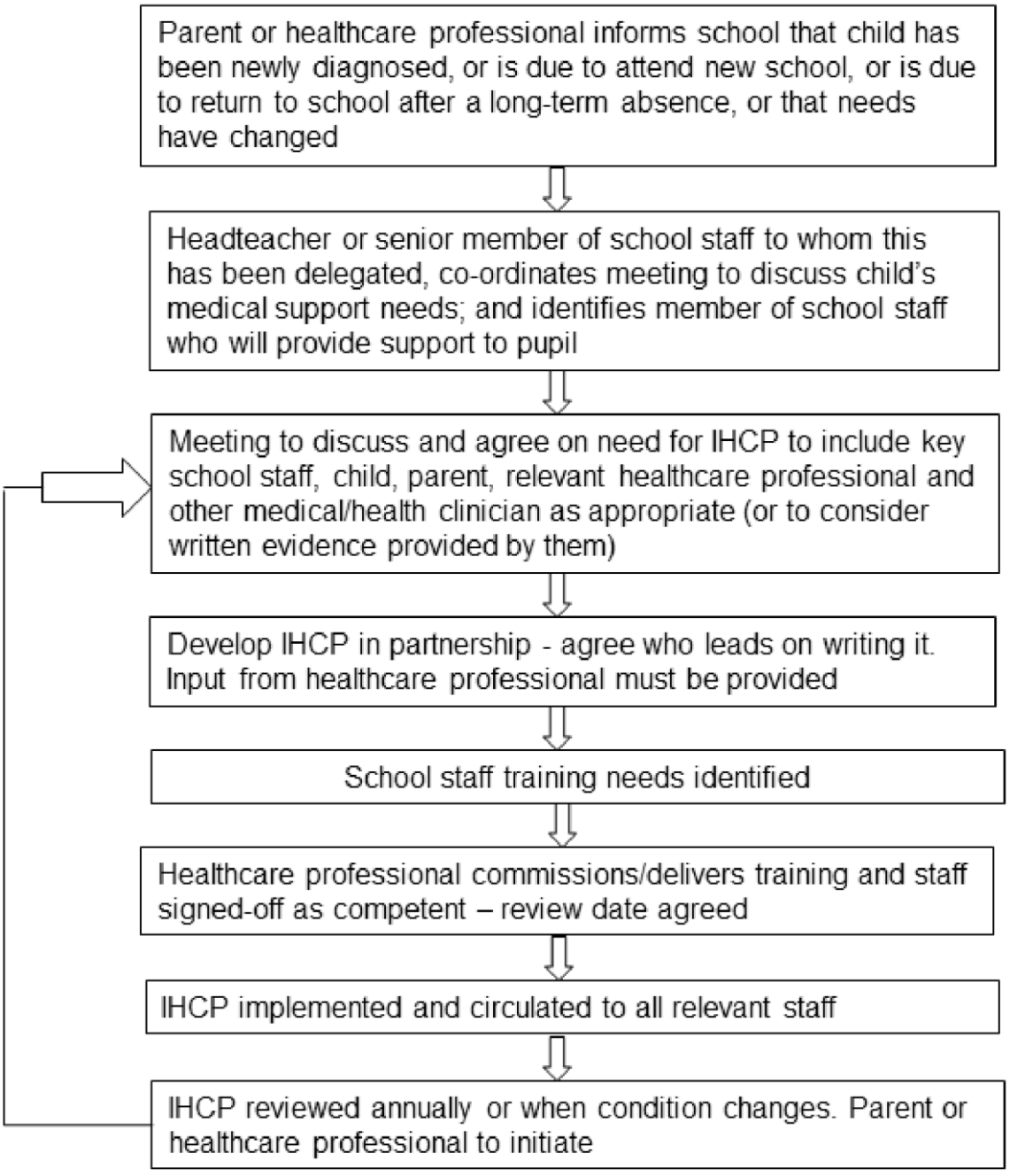
The federation has several trained First Aiders amongst the staff. Several staff have been trained in CPR. Where staff have been trained in CPR, a defibrillator is located on the school campus, and the local NHS ambulance service has been informed of its location.

Policy revised by Mrs Sue Waters: Summer 2026
Policy agreed by Staff: Summer 2026

Policy review date: Summer 2027

Annex A

Process for developing IHPs



Annex B

INDIVIDUAL HEALTHCARE PLAN FOR A PUPIL WITH MEDICAL NEEDS

Name: _____ Date of Plan: _____

Date of Birth: _____ Class: _____ NHS Number: _____

Condition/s: _____

Contact Information

Family Contact 1	Family Contact 2
Name: **Relationship:** **Phone No (home):** **(work):**	**Name:** **Relationship:** **Phone No (home):** **(work):**
Clinic/Hospital contact: **Name:** **Phone No:**	**G.P:** **Name:** **Phone No:**

Description of condition and details of pupil's symptoms:

_____
_____
_____
_____

Allergies:

_____
_____
_____

Daily care requirements (e.g. before sport/at lunchtime):

_____
_____
_____
_____

Details of medication and its administration:

_____
_____
_____
_____

Describe what constitutes an emergency for the pupil and the action to take if it occurs:

_____

_____
_____
_____

Person/s who need to be contacted in an emergency:

_____
_____
_____
_____

It is parent's responsibility to inform the school of any changes

Signed by parent/carer: _____

Signed on behalf of The Winterton Federation: _____ Form

copied to: _____

Annex C

The Winterton Federation

Request for school to administer medicine

*Please note that the school **will not** administer medicine to your child unless you complete and sign this letter, and the Executive Headteacher or another member of the senior leadership team has agreed that the school staff can administer the medication.*

Dear Executive Headteacher,

I request the administration of medicine to:

Pupil's details

Surname: …… First Name: …… Male/Female

Class: …… Date of Birth: ……

Address: ……

…… Postcode: ……

Condition or illness: ……

Medication

Name/type of medication *(see container):* ……

For how long will this medicine be administered? ……

Date dispensed: ……

The above medication(s) have/have not been* prescribed by a doctor. They are clearly labelled indicating contents, dosage and child's name in full.

**please delete as appropriate*

Name of prescribing doctor: …… Address

of prescribing doctor: ……

PLEASE TURN OVER

Directions for use

Dosage and method: ……

Time(s) of administration: ……

Special precautions: ……

Possible side effects: ……

Is supervised self-administration possible? .....

Contact Details

Name: ..... Daytime

telephone number: ……

Mobile telephone number: ……..

Relationship to pupil: ……

Address (if different to pupil): .....

…… Postcode: ……..

I understand that the medicine must be delivered personally to the school and that the school will only be able to administer the medicines if it can make the staff time available. I understand that I remain responsible for ensuring that my child receives administration if the school is unable to.

Signed: …… Parent/Carer

Print name: ……

I confirm that my child's remaining medicine has been returned.

Signed: …… Parent/Carer

Date: ……

For completion by the school

I agree to arrange for the administration of medicines requested by the parent.

Signed: ……. Date: ……

Annex D

Consent form: Use of Emergency Salbutamol Inhaler

Child showing symptoms of asthma/having asthma attack

1. I can confirm that my child has been diagnosed with asthma/has been prescribed an inhaler (delete as appropriate).

2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.

3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed: …… Date: …….

Name (print): ……. Parent/Carer

Child's Name: ……. D.O.B: ……

Annex E

Letter to inform parents of emergency salbutamol inhaler use

Child's Name: …… Date: ……

Dear _____,

This letter is to formally notify you that _____ has had problems with their breathing today.

This happened when _____.

They did not have their own asthma inhaler with them, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given _____ puffs.

Their own asthma inhaler was unusable, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given _____ puffs.

Although they soon felt better, we would strongly advise that you have your child seen by your own doctor as soon as possible.

Yours sincerely,