

Christ Church New Malden

Church of England Primary School

(Educating Children with) Medical Conditions Policy

Committee responsible	Pupil Impact Committee
Approval required by	Pupil Impact Committee
Statutory or Recommended	Recommended
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Link with other policies	Safeguarding and Child Protection

Signed Tabitha White Headteacher

Dated 02 / 02/ 17

Signed [Signature] Chair of Governing Body

Dated 02 / 02/ 17



1. Introduction

Christ Church New Malden CofE Primary School is an inclusive community that aims to support and welcome pupils with medical conditions.

Christ Church New Malden Primary School understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enroll in the future.

Christ Church New Malden Primary 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.
- a. Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this.
 - b. Christ Church New Malden Primary School aims to include all pupils with medical conditions in all school activities.
 - c. Parents/carers of pupils with medical conditions feel secure in the care their children receive at this school.
 - d. Christ Church New Malden Primary School ensures that all staff understand their duty of care to children and young people in the event of an emergency.
 - e. All staff feel confident in knowing what to do in an emergency.
 - f. Christ Church New Malden Primary School understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
 - g. All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.

h. The medical conditions policy is understood and supported by the whole school and local health community.

2. Christ Church New Malden Primary School's medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders within both the school and health settings

a. This school has consulted on the development of this medical condition policy with a wide-range of key stakeholders within both the school and health settings. These key stakeholders include:

- pupils with medical conditions
- parents/carers/carers
- school staff
- school governors and other stakeholders

b. The views of pupils with various medical conditions were actively sought and considered central to the consultation process.

3. The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation

a. Pupils are informed and regularly reminded about the medical conditions policy:

- through the school council
- in the school newsletter
- in personal, social and health education (PSHE) classes

b. Parents/carers are informed and regularly reminded about the medical conditions policy:

- by including the policy statement in the school's prospectus and on the school website
- through individual Healthcare Plans
- in the school newsletter
- School staff are informed and regularly reminded about the medical conditions policy:
- through copies handed out at the first staff meeting of the school year and

- through individual Healthcare Plans
- at scheduled medical conditions training
- through school-wide communication about results of the monitoring and evaluation of the policy
- all supply and temporary staff are informed of the policy and their responsibilities.

4. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school

- a. All staff at Christ Church New Malden Primary School are aware of the most common serious medical conditions at this school.
- b. Staff at Christ Church New Malden Primary School understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- c. All staff who work with groups of pupils at Christ Church New Malden Primary School receive training and know what to do in an emergency for the pupils in their care with medical conditions.
- d. Training is refreshed for all staff as and when appropriate.
- e. Christ Church New Malden Primary School uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

5. All staff understand and are trained in the school's general emergency procedures

- a. All staff know what action to take in the event of a medical emergency.
- b. Training is refreshed for all staff as and when is it appropriate.
- c. Action to take in a general medical emergency is displayed in prominent locations for staff.

- d. If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.

6. The school has clear guidance on the administration of medication at school. Staff may only administer prescription medicines. Non-prescription medicines should NOT be brought into school.

6.1 Administration – emergency medication

- a. All pupils at Christ Church New Malden Primary School with medical conditions have easy access to their emergency medication.
- b. All pupils are encouraged to carry and administer their own emergency medication, when their parents/carers and health specialists determine they are able to start taking responsibility for their condition. All pupils carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.
- c. Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- d. Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

6.2 Administration – general

- e. 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 at this school.
- f. Christ Church New Malden Primary School understands the importance of medication being taken as prescribed.
- g. 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.

- h. There are several members of staff at this school with first aid training who can support children to administer medication.
- i. Many other members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.
- j. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- k. All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.
- l. In some circumstances medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.
- m. Parents/carers at Christ Church New Malden Primary School understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- n. If a pupil at Christ Church New Malden Primary School refuses their medication, staff record this and follow procedures. Parents/carers are informed as soon as possible.
- o. All staff attending off-site visits are aware of any pupils 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.
- p. If a trained member of staff, who is usually responsible for administering medication, is not available Christ Church New Malden Primary School makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

- q. If a pupil misuses medication, either their own or another pupil's, their parents/carers are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

7. Christ Church New Malden Primary School has clear guidance on the storage of medication at school

7.1 Safe storage – emergency medication

- a. Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- b. Emergency medication is stored in the office and carried by an adult if the child is off-site.
- c. Pupils at Christ Church New Malden Primary School are reminded to carry their emergency medication with them.
- d. Pupils, whose healthcare professionals and parents/carers advise the school that their child is not yet able or old enough to self-manage and carry their own emergency medication, know exactly where to access their emergency medication.

7.2 Safe storage – non-emergency medication

- a. All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.
- b. Staff ensure that medication is only accessible to those for whom it is prescribed.

7.3 Safe storage – general

- a. There are specific members of staff who ensure the correct storage of medication at school.

- b. All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves.
- c. The expiry dates for all medication stored at school are checked regularly.
- d. The identified member of staff, along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labeled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves.
- e. All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- f. Medication is stored in accordance with instructions, paying particular note to temperature.
- g. Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.
- h. All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.
- i. 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.

7.4 Safe disposal

- a. Parents/carers at Christ Church New Malden Primary School are asked to collect out-of-date medication.
- b. If parents/carers do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

- c. Specific members of staff are responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done on a regular basis.
- d. Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- e. If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent.
- f. Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

8. Christ Church New Malden Primary School has clear guidance about record keeping.

8.1 Enrolment forms

Parents/carers at this school are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents/carers of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

8.2 Healthcare Plans

8.2.1 Creating the Healthcare Plan

- a. Christ Church New Malden Primary School uses a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.
- b. A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents/carers 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
- c. If a pupil has a short-term medical condition that requires medication during school hours, a letter should be sent into school from the child's parents/carers/carers.
- d. Where appropriate it is recommended that the parents/carers/ carers, health care professional and the child should complete the healthcare plan together, before returning to school. A member of school staff can also be present in cases of complex healthcare or educational needs.

8.2.2 Storage and Access of Healthcare Plans

- a. Healthcare plans are held centrally, copies are also held by class teachers. All members of staff who work with groups of children have access to the Healthcare plans of children in their care.
- b. Parents/carers at Christ Church New Malden Primary School are regularly reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.
- c. Staff at Christ Church New Malden Primary School use opportunities such as teacher–parent meetings and homework diaries to check that information held by the school on a pupil's condition is accurate and up to date.
- d. Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed when appropriate.
- e. Parents/carers and pupils at Christ Church New Malden Primary School are provided with a copy of the pupil's current agreed Healthcare Plan.
- f. When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of the Healthcare Plans of pupils in their care.
- g. Christ Church New Malden Primary School ensures that all staff protect pupil confidentiality.

8.2.3 Use of Healthcare Plans

Healthcare Plans are used by Christ Church New Malden Primary School to:

- h. inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- i. remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- j. identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers
- k. ensure that all medication stored at school is within the expiry date
- l. ensure Christ Church New Malden Primary School's local emergency care services can be provided with a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency.
- m. remind parents/carers of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

8.3 Consent to administer medicines

- a. If a pupil requires regular prescribed medication at school, parents/carers are asked to provide consent using the Administration of Medicines Form (See Appendix 1) and, where appropriate, a Medical Alerts Consent Form (See Appendix 2) giving the pupil or staff permission to administer medication on a regular/daily basis, if required.
- b. All parents/carers of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.
- c. If a pupil requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the pupil's Administration Of Medication Form (See Appendix 1). The school and parents/carers keep a copy of this agreement.
- d. Parents/carers of pupils with medical conditions at Christ Church New Malden Primary School are all asked at the start of the school year on the Healthcare

Plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

8.4 Residential visits

- a. Parents/carers are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.
- b. All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan.
- c. All parents/carers of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.
- d. The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

8.5 Other record keeping

- a. Christ Church New Malden Primary School keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents/carers are informed as soon as possible.
- b. Christ Church New Malden Primary School holds regular, relevant training on common medical conditions. All staff attending receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the school and reviewed regularly to ensure all new staff receive training.

- c. All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a register of staff who have had the relevant training.
 - d. Christ Church New Malden Primary School keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.
- 9. Christ Church New Malden Primary School ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities**

9.1 Physical environment

- a. Christ Church New Malden Primary School is committed to providing a physical environment that is accessible to pupils with medical conditions.
- b. Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.
- c. Christ Church New Malden Primary School's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

9.2 Social interactions

- a. Christ Church New Malden Primary School ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- b. Christ Church New Malden Primary School ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.
- c. All staff at Christ Church New Malden Primary School are aware of the potential social problems that pupils with medical conditions may experience. Staff use

this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

- d. Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

9.3 Exercise and physical activity

- a. Christ Church New Malden Primary School understands the importance of all pupils taking part in sports, games and activities.
- b. Christ Church New Malden Primary School ensures all staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- c. Christ Church New Malden Primary School ensures all staff know that pupils should not be forced to take part in an activity if they feel unwell.
- d. All staff are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- e. Christ Church New Malden Primary School ensures all staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.
- f. Christ Church New Malden Primary School ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- g. Christ Church New Malden Primary School ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

9.4 Education and learning

- a. Christ Church New Malden Primary School ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

- b. If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.
- c. Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator (SENCO). The school's SENCO consults the pupil, parents/carers and healthcare professional (if appropriate) to ensure the effect of the pupil's condition on their schoolwork is properly considered.
- d. Christ Church New Malden Primary School ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

9.5 Residential visits

- a. Risk assessments are carried out by the staff prior to any out-of-school visit and medical conditions are considered during this process. Factors Christ Church New Malden Primary School considers include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.
- b. Christ Church New Malden Primary School understands that there may be additional medication, equipment or other factors to consider when planning residential visits. This school considers additional medication and facilities that are normally available at school.

10. Christ Church New Malden Primary School is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

- a. Christ Church New Malden Primary School is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out of school visits.

- b. Healthcare plans are used to identify individual children who are sensitive to particular triggers, and action plans are in place as required to ensure these children remain safe throughout the school day.
- c. Risk assessments, including those for residential visits take into account the needs of children with medical conditions.
- d. Christ Church New Malden Primary School reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to Christ Church New Malden Primary School's policy and procedures are implemented after each review.

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

- a. Christ Church New Malden Primary School works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents/carers, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.
- b. The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

11.1 Employer

Christ Church New Malden Primary School's employer has a responsibility to:

- a. ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- b. ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- c. make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- d. report to parents/carers, pupils, school staff and the local authority about the successes and areas for improvement of this school's medical conditions policy
- e. provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

11.2 Headteacher

This school's head teacher has a responsibility to:

- a. ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- b. liaise between interested parties including pupils, school staff, special educational needs coordinators, teaching assistants, school nurses, parents/carers, governors, the school health service and local emergency care services
- c. ensure the policy is put into action, with good communication of the policy to all
- d. ensure every aspect of the policy is maintained
- e. ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- f. ensure pupil confidentiality
- g. assess the training and development needs of staff and arrange for them to be met
- h. ensure all supply teachers and new staff know the medical conditions policy
- i. ensure that staff members are regularly checking the expiry date of medicines kept at school and maintain the school medical conditions register
- n. monitor and review the policy regularly, with input from pupils, parents/carers, staff and external stakeholders
- o. update the policy regularly according to review recommendations and recent local and national guidance and legislation
- p. report back to all key stakeholders about implementation of the medical conditions policy.

11.3 All school staff

All staff at this school have a responsibility to:

- a. be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- b. understand the school's medical conditions policy
- c. know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- d. allow all pupils to have immediate access to their emergency medication
- e. maintain effective communication with parents/carers including informing them if their child has been unwell at school

- f. ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom
- g. be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- h. understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
- i. ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- j. ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

11.4 Teaching staff

Teachers at this school have a responsibility to:

- 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/carers, the pupil's healthcare professionals and the special educational needs coordinator if a child is falling behind with their work because of their condition
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

11.5 School nurse or school healthcare professional

The Local Authority based school nursing service has a responsibility to:

- help provide regular training for school staff in managing the most common medical conditions at school
- provide information about where the school can access other specialist training.

11.6 First aider

First aiders at this school have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school

- when necessary ensure that an ambulance or other professional medical help is called.

11.7 Special Educational Needs COordinator

The SENCO at this school have the responsibility to:

- help update the school's medical condition policy
- know which pupils have a medical condition and which have special educational needs because of their condition
- ensure pupils who have been unwell catch up on missed schoolwork
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

11.8 Local doctors and specialist healthcare professionals

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

- complete the pupil's Healthcare Plans provided by parents/carers
- where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- offer every child or young person (and their parents/carers) a written care/self-management plan to ensure children and young people know how to self-manage their condition
- ensure the child or young person knows how to take their medication effectively
- ensure children and young people 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/carers)
- understand and provide input in to the school's medical conditions policy.

11.9 Pupils

The pupils at this school have a responsibility to:

- treat other pupils with and without a medical condition equally

- tell their parents/carers, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- let any pupil take their medication when they need it, and ensure a member of staff is called
- treat all medication with respect
- know how to gain access to their medication in an emergency
- if mature and old enough, know how to take their own medication and to take it when they need it
- ensure a member of staff is called in an emergency situation.

11.10 Parents/carers

The parents/carers of a child at this school have a responsibility to:

- tell the school if their child has a medical condition
- ensure the school has a complete and up-to-date Healthcare Plan and Administration of Medicines Form (See Appendix 1) and, where appropriate, a Medical Alerts Consent Form (See Appendix 2) for their child
- inform the school about the medication their child requires during school hours
- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell the school about any changes to their child's medication, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- provide the school with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

Appendix 1 - Administration Of Medication Form

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <p>CHRIST CHURCH NEW MALDEN C of E PRIMARY SCHOOL <small>Headteacher: Miss Tabitha White www.christchurchnm.kingston.sch.uk</small></p> </div> <div style="text-align: center;">  <p><small>Junior Dept, Elm Road New Malden, Surrey, KT3 3HN Tel: 020 8336 7800 Fax: 020 8949 0423 email: office@ccnm.rblsck.org</small></p> </div> </div> <p style="text-align: center; font-size: small;">Becoming the people God made us to be</p> <h2 style="text-align: center;">Administration Of Medication</h2> <p>Medicines should only be taken in School when essential; where it would be detrimental to a child's health if the medicine were not administered during the school day.</p> <p>Parents are encouraged to ask the prescriber to prescribe dose frequencies which enable it to be taken outside school hours, where clinically appropriate. Please note that medicines which need to be taken three times a day should be taken in the morning, after school hours and at bedtime.</p> <p>However, the School recognises that there are occasions when a child, who is recovering from an illness or infection, needs to complete a prescribed course of medication.</p> <p>Non-prescribed medication will only be given in exceptional circumstances and if authorised by the Headteacher.</p> <p>Please note that there is no legal duty that requires school staff to administer medicines. However, some members of staff are prepared to administer these to your child under the following conditions:</p> <ol style="list-style-type: none"> 1. The medicine has been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. 2. Medicine is be provided in the original container as dispensed by a pharmacist and must include the prescriber's instructions for administration and dosage and the appropriate device to deliver the correct dosage e.g. medicine spoon. 3. Medicine will only be administered as directed on this form. Emergency Medication, e.g. Epipens & asthma inhalers, will be administered as required. 4. Medicine is handed into the school office at the beginning of the day. 5. A form is signed by a responsible adult (usually the parent/ carer) for each medicine to be administered. <p>It should be noted that the administration of medication is done in a voluntary capacity and the responsibility therefore lies with the parents and not the school. We will do our utmost to be vigilant but do not accept liability for wrong dosage, wrong medication or omission of administration.</p> <p>Parents are, of course, welcome to come to school at lunchtime to administer medication themselves.</p>	<h3>Parental Agreement For Christ Church New Malden Primary School To Administer Medicine</h3> <p>School staff will not give your child medicine unless you complete and sign this form and in the case of non-prescription medicine may do so but <u>only</u> if authorised by the Headteacher.</p> <p>Child's Details Child's Name: Class:</p> <p>Medical Condition:</p> <p>Medicine (as described on the container): This is a prescribed medicine <input type="checkbox"/> This is a non-prescribed medicine <input type="checkbox"/></p> <p>Medicine:</p> <p>Date Dispensed: / / Expiry Date: / /</p> <p>Dosage:</p> <p>Time/s to be taken:</p> <p>Day & Date to start: / /</p> <p>Day & Date to stop: / /</p> <p>Special Precautions:</p> <p>Any side effects the School needs to know about?</p> <p><i>The information provided here is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff to administer medicine in accordance with the school's 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.</i></p> <p><i>In the case on a non-prescribed medicine, I confirm that the medicine has been administered without adverse effect to my child in the past.</i></p> <p>Parent /Carers Name:</p> <p>Signed: Dated: / /</p> <p>Confirmation of the Headteacher's (or their nominated deputy) consent to administer non-prescription medicine</p> <p>Name:</p> <p>Signed: Dated: / /</p>
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Appendix 2 - Medical Alerts Consent



CHRIST CHURCH NEW MALDEN C of E PRIMARY SCHOOL



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Infant Dept. Lime Grove
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Becoming the people God made us to be

Medical Alerts Consent

To keep your child safe in school, we display a picture, your child's name, details of their allergies and the location of their emergency medicine in their class room and other key areas of the school, e.g. the school office, the kitchen, the staff room.

Please confirm that you give us consent to do so.

Signed:

Date:/...../.....