

KCLMS Supporting  
Students with  
Medical Needs  
Policy

## Monitoring and Review

| Action      | Date        | Name                | Role      |
|-------------|-------------|---------------------|-----------|
| Reviewed    | 22/5/24     | Education Committee | Governors |
| Next review | Summer 2027 | Education Committee | Governors |

## Legal Framework

This policy complies with the statutory guidance *Supporting pupils with medical conditions at school* (September 2014, updated August 2017) and has been written with reference to the following guidance and documents:

- Equality Act 2010: advice for schools (updated DfE June 2018)
- SEND Code of Practice: 0 to 25 years (updated April 2020)
- KCLMS Safeguarding Policy
- KCLMS SEND Policy and SEND Information Report
- KCLMS First Aid Policy
- KCLMS Accessibility Plan
- KCLMS Positive Mental Health Policy
- Teachers Standards (updated June 2013)

As noted in the statutory guidance which states "This statutory guidance applies to...proprietors of academies, including alternative provision academies (but not including 16–19 academies)". KCLMS are using the guidance as best practice advice and have adapted where required.

## Key Staff and Contact Details:

The member of staff responsible for managing the school's responsibility for meeting the medical needs of students is the Assistant Head (Personal Development, Behaviour and Welfare), Obehi Orukpe. The Assistant Head (PDBW) is a member of the Senior Leadership Team and is also the Designated Safeguarding Lead. The **SENDIMENCO (SEND and Medical Needs co-ordinator)** role is responsible for overseeing the management of student medical needs and first aid provision. They are supported in this by the Assistant Head (PDBW).

The SEND Governor is Margaret Peacock, who may be contacted by writing to the Clerk to the Governing Body, Magdalen Meade: [Magdalen.Meade@kcl.ac.uk](mailto:Magdalen.Meade@kcl.ac.uk)

## Introduction

This policy is designed to meet the new regulations that came into force on 1 September 2014 and updated in August 2017 and details how King's College London Mathematics School (hereafter 'KCLMS') will make arrangements to support students at school with medical conditions. The aim of KCLMS is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Parents/Carers of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because students with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. The aim of KCLMS is to ensure parents feel confident that we will provide effective support for their child's medical condition and that students feel safe. In making decisions about the support we provide, KCLMS will establish relationships with relevant local health services to help them. In addition to the educational impacts, there are social and emotional implications associated with medical conditions.

Children may be self-conscious about their condition and some may develop emotional disorders such as anxiety or depression around their medical condition. In particular, long-term absences due to health problems affect children's educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health. At KCLMS we recognise that reintegration back into school should be properly supported so that children with medical conditions fully engage with learning and do not fall behind when they are unable to attend.

## Definition

Medical needs may be broadly summarised as being of two types:

- a) **Short-term:** affecting participation in school activities, whilst on a course of medication.
- b) **Long-term:** potentially limiting access to education and requiring extra care and support with a potentially significant impact on attainment.

## Aims

The aims of this policy are:

- To ensure that KCLMS complies with the requirements of statutory guidance and that they are implemented effectively within the school;

- To ensure that our expectations of every student with medical needs and/or disabilities are sufficiently high and they are presented with maximum opportunity to achieve economic wellbeing.

**The specific aims/objectives of our Medical Needs Policy are as follows:**

- To support students with medical conditions, so that they have full access to education, including physical education and educational visits.
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional, in order to administer support or prescribe medication.
- To comply fully with the Equality Act 2010 for students who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, parents and students Individual Healthcare Plans where necessary (see Appendix 1).
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support.
- To keep, monitor and review appropriate records via the Additional Needs register.

**Objectives of the school in making provision for students with medical needs:**

- Do its best to ensure that the necessary provision is made for any student who has a medical condition.
- Make sure that all staff are aware of the importance of identifying and making provision for student with medical conditions.
- Make sure that parents and carers are notified of a decision by the school that medical provision is being made for their child.
- Make sure students with medical conditions experience a broad and balanced curriculum alongside all other students, so far as is reasonably practical.
- Make sure, where the SENCO has been informed that a student has a medical condition, those needs are made known to all relevant staff.
- Ensure that all staff are aware of the Medical Needs Policy of KCLMS.
- Ensure the school's Medical Needs Policy is accessible to all students, staff and parents.
- To consult the Local Authority and support collaborative working.

**Admission Arrangements**

For further information regarding the admissions process for KCLMS, the Admissions Policy is available publicly on the school website or can be obtained via the school office.

The Governing Body do not discriminate against students with medical needs or disabilities and its Admission Policy has due regard for the statutory guidance 2014 which states:

"Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition can be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with their safeguarding duties, governing bodies should ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. They therefore do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so."

In operating admission arrangements, KCLMS will do everything it reasonably can to enable every student to perform at their best, and in making acceptance decisions will not discriminate between students on the grounds of race, sexual orientation, sex, disability, faith, gender identify, marital/civil partner status or pregnancy/maternity provided they meet the criteria for entry. The KCLMS Equality statement and objectives is available on the school's website. The school is keen to ensure that no applicant who has a learning or physical disability, or has a registered Special Educational Need, or has a Statement of Need or Education Health Care plan is dissuaded from making an application if they meet the admissions criteria. The school undertakes to fulfil its anticipatory duty to make reasonable adjustments to avoid substantial disadvantage to any applicant.

If an applicant applying to the school may require particular arrangements to be made for the aptitude test or for the interview, the parents/carers or the applicant should contact the school at time of application.

Students with a medical need and their parents/carers are invited to view the school along with all other prospective students and their parents on a Prospective Open Evening, or on a private tour through appointment via the Assistant Head (PDBW) or SENCO.

## **Co-ordination of Medical Needs Provision at KCLMS**

The **SENDIMENCO (SEND and Medical Needs co-ordinator)** role is responsible for overseeing the management of student medical needs and first aid provision. They are supported in this by the Assistant Head (PDBW) in the tasks set out below. It is the responsibility of the Assistant Head (PDBW) to monitor the provision of education for students with medical needs at the school

### **a) Identification:**

The Assistant Head (PDBW) will ensure that the individual medical needs of students, are suitably recorded and , where appropriate an Individual Health Care Plan is received and logged.

Identification takes place via the school application form or upon enrolment or through information provided by either the student or parent/carer.

KCLMS does not have to wait for a formal diagnosis before providing support to students, however formal notification from parents/carers would be expected in

addition to a planned course of action to investigate the medical need by the student if not already undertaken. In cases where a student's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with parents. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place. Parents or carers of the child requiring an Individual Health Care Plan will be invited to attend a meeting or provide input via electronic communication to help complete the plan.

**b) Provision/Action**

Individual Health Care Plans will help to ensure that KCLMS effectively supports students with medical conditions where required. They provide clarity about what needs to be done, when and by whom. They 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 are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex; however, not all young people will require one. The school staff, healthcare professionals and parents or carers should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the Head Teacher is best placed to take a final view.

Individual healthcare plans, (and their review), may be initiated, in consultation with the parent or carer, by the SENDIMENCo and Assistant Head (PDBW). Plans will be drawn up in partnership between the school, parents or carers, and a relevant healthcare professional, e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the child. Students should also be involved, whenever appropriate.

KCLMS will ensure that plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They should be developed with the student's best interests in mind and ensure that the school assesses and manages risks to the student's education, health and social wellbeing and minimises disruption. Where the student has a special educational need identified in a Statement or EHC Plan, the Individual Health Care Plan should be linked to or become part of that Statement or EHC Plan.

Where a student is returning to school following a period of hospital education or alternative provision (including home tuition), KCLMS will work with the Local Authority and education provider to ensure that the Individual Health Care Plan identifies the support the student will need to reintegrate effectively.

Information on the Individual Health Care Plans includes:

- The medical condition, its triggers, signs, symptoms and treatments;

This version is in use from 23 May 2024

- The student'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;
- The level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring;
- Arrangements for written permission from parents or carers and the Head Teacher for medication to be administered by a member of staff, or self-administered by the student during school hours;
- What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an Emergency Health Care Plan prepared by their lead clinician that could be used to inform development of their Individual Health Care Plan.

## Medically related absences

Students will not be penalised if their absence from school is related to their diagnosed and identified medical condition, such as attending hospital appointments and parents must obtain permission from the school using the Planned Absence form (Appendix 5) in advance of the appointment so that the absence can be treated as authorised. An absence can also be authorised if the child is too ill to attend school and the school is notified of that as soon as possible.

Due to the demands of the A Level course and the short length of time for completion, students should be encouraged by parents and carers to attend KCLMS where able and provision for additional support is available within school, e.g. a quiet area, additional breaks or access to food/water during lessons if required. Students with attendance which has been seriously impacted by a medical need will be supported by the Assistant Head (PDBW) or SENCO as well as by their Year Lead teacher to ensure all work is caught up and access is provided to additional catch up sessions where required. In line with the school values, KCLMS expects students to demonstrate tenacity in ensuring they attend school where possible.

For more information on non- attendance please see the Attendance and Punctuality policy.

## Roles and Responsibilities of Staff and Outside Agencies

### a) Governing Bodies

- Must ensure a policy for supporting students with medical conditions in school is developed, implemented and reviewed
- Through the AH PDBW report, they should ensure that a student with medical conditions is supported to enable the fullest participation possible in all aspects of school life.

- Through the AH PDBW report, the governing body should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

**b) Head Teacher**

- Will ensure that a Medical Needs policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation. The Head Teacher will ensure that all staff who need to know are aware of the child's condition.
- Will ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose.
- Will ensure staff are appropriately insured and are aware that they are insured to support students in this way, contact the Lambeth school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

**c) School Staff**

- Any member of staff may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of students with medical conditions that they teach.
- Staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.
- Staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

**d) School Nurses**

KCLMS has access to school nursing services via Lambeth Healthcare. They may support staff on implementing a child's Individual Healthcare Plan and provide advice and liaison, for example on training.

**e) Other Healthcare Professionals, including GPs and Paediatricians**

The Assistant Head (PDBW) or SENCO can liaise with other professionals when a student has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans.



**f) Students**

Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their Individual Healthcare Plan.

**g) Parents**

Should provide KCLMS with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's Individual Healthcare Plan, and may be involved in its drafting.

- They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times. Parents and carers must complete the parental consent form if they are instructing school staff to administer medication to their child.

**h) Clinical Commissioning Groups (CCGs) – commission other healthcare professionals such as specialist nurses**

- They should ensure that commissioning is responsive to children's needs, and that health services are able to cooperate with schools supporting children with medical conditions.
- They have a reciprocal duty to cooperate under Section 10 of the Children Act 2004 (as described above for Local Authorities). Clinical Commissioning Groups should be responsive to Local Authorities and schools seeking to strengthen links between health services and schools, and consider how to encourage health services in providing support and advice, (and can help with any potential issues or obstacles in relation to this).
- The local Health and Wellbeing Board will also provide a forum for Local Authorities and Clinical Commissioning Groups to consider with other partners, including locally elected representatives, how to strengthen links between education, health and care settings.

**i) Staffing Arrangements and Training**

- KCLMS recognises and is clear that any member of school staff providing support to a student with medical needs should have received suitable training. This will be identified during the development or review of Individual Healthcare Plans. It may be that some staff already have some knowledge of the specific support needed by a child with a medical condition and so extensive training may not be required. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.
- The relevant healthcare professional will be invited to lead on identifying and agreeing with KCLMS, the type and level of training required, and how this can be obtained. KCLMS may choose to arrange training themselves and will ensure this

remains up-to-date. Training for professionals will be managed by the designated member of staff responsible for Individual Healthcare Plans.

- Training of staff should be sufficient to ensure that staff are competent and have confidence in their ability to support students with medical conditions, and to fulfil the requirements as set out in Individual Healthcare Plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.
- KCLMS staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any individual healthcare plans). A First Aid certificate does not constitute appropriate training in supporting children with medical conditions.
- Healthcare professionals can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
- KCLMS's policy sets out arrangements for whole school awareness training where required so that all staff are aware of the school's policy for supporting students with medical conditions and their role in implementing that policy. Staff will be made aware of students' medical needs through updates from the SENCO and if necessary through specialist training if required.
- Induction arrangements for new staff should be included. The relevant healthcare professional will be invited to advise on training that will help ensure that all medical conditions affecting students in KCLMS are understood fully. This includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.
- The family of a child will often be key in providing relevant information to staff about how their child's needs can be met, and parents or carers will be asked for their views.

## **Student Management of Medical Needs**

KCLMS recognises that some students will be competent to manage their own health needs and medicines. After discussion with parents or carers, children who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This decision will be reflected within Individual Healthcare Plans.

Wherever possible, children should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then trained staff should help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, school staff should not force them to do so, but follow the procedure agreed in the Individual Healthcare Plan. Parents or carers should be informed so that alternative options can be considered.

## **Managing Medicines on School Premises**

KCLMS takes a clear stance on medicines that are brought onto the school site:

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child under 16 should be given prescription or non-prescription medicines without their parent's or carer's written consent - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the student to involve their parents or carers, while respecting their right to confidentiality. The school policy highlights the circumstances in which non-prescription medicines may be administered.
- A child under 16 should never be given medicine containing aspirin, unless prescribed by a Doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents and carers should be informed.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- All medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises, e.g. on educational visits.
- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. KCLMS will otherwise keep controlled drugs that have been prescribed for a student securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in school.
- KCLMS staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. Schools should keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted.

- When no longer required, medicines should be returned to the Parent or Carer to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

## **Statutory Record Keeping in line with Government Guidance**

Written records are kept of all medicines administered to children. Records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents and Carers should be informed if their child has been unwell at school.

## **Emergency Procedures**

Where a child has an Individual Healthcare Plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed. If a child needs to be taken to hospital, staff should stay with the child until the parent or carer arrives, or accompany a child taken to hospital by ambulance. Schools need to ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.

## **Managing Medical Needs Offsite**

Teachers and other school staff should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments.

KCLMS will make arrangements for the inclusion of students in such activities with any adjustments as required, unless evidence from a Clinician, such as a GP states that this is not possible.

KCLMS will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. It is best practice to carry out a Risk Assessment so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. This may require consultation with Parents or Carers and students, and advice from the relevant healthcare professional to ensure that students can participate safely. KCLMS will also use the Health and Safety Executive (HSE) guidance on school trips.

## **Unacceptable Practice**

Although staff should use their discretion and judge each case individually with reference to the child's Individual Healthcare Plan, it is not generally acceptable practice to:

This version is in use from 23 May 2024

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents or carers; or ignore medical evidence or opinion, (although this may be challenged);
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their Individual Healthcare Plans;
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to, in order to manage their medical condition effectively;
- Require parents or 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; or
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

## **Liability and Indemnity**

KCLMS will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk. KCLMS insurance policies will provide liability cover relating to the administration of medication, but individual cover may need to be arranged for any health care procedures. The level and ambit of cover required must be ascertained directly from the relevant insurers. Any requirements of the insurance, such as the need for staff to be trained, should be made clear and complied with.

In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.

## **Concerns or Complaints from Parents**

Arrangements made by the Governing Body relating to treatment of concerns or complaints from Parents or Carers of students with medical needs concerning the provision made at the school, should in the first instance be directed to the SENCO. However, should a parent or carer feel that their complaint has not been dealt with satisfactorily by the SENCO, they have the right to refer the matter to the Head Teacher and Governing Body.

The full [Complaints Policy](#) can be found on the school website or obtained from the school office.

## **Appendices**

This version is in use from 23 May 2024

- Appendix 1: Individual Healthcare Plan proforma
- Appendix 2: Parental agreement for administering medicine
- Appendix 3: Record of medicine administered to students
- Appendix 4: Staff training record for administering medication
- Appendix 5: Planned Absence form

**Appendix 1**

**Individual Healthcare Plan proforma**

|                                |  |
|--------------------------------|--|
| Name of school/setting         |  |
| Student’s name                 |  |
| Group/class/form               |  |
| Date of birth                  |  |
| Child’s address                |  |
| Medical diagnosis or condition |  |
| Date                           |  |
| Review date                    |  |

**Family Contact Information**

|                       |  |
|-----------------------|--|
| Name                  |  |
| Phone no. (work)      |  |
| (home)                |  |
| (mobile)              |  |
| Name                  |  |
| Relationship to child |  |
| Phone no. (work)      |  |
| (home)                |  |
| (mobile)              |  |

**Clinic/Hospital Contact**

|           |  |
|-----------|--|
| Name      |  |
| Phone no. |  |

King's College London Mathematics School: Supporting Students with Medical Needs Policy

This version is in use from 23 May 2024

**G.P.**

Name

Phone no.

Who is responsible for providing support in school

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

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

Daily care requirements

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

Arrangements for school visits/trips etc

Other information

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

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

King's College London Mathematics School: Supporting Students with Medical Needs Policy

This version is in use from 23 May 2024

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to



**Appendix 2**

**Parental Agreement for Administering Medicine**

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

Date for review to be initiated by  
Name of student  
Tutor group  
Medical condition or illness

|  |
|--|
|  |
|  |
|  |
|  |

**Medicine**

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

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

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

**Contact Details**

Name  
Daytime telephone no.  
Relationship to child  
Address

|  |
|--|
|  |
|  |
|  |
|  |

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

Signature(s)

Date

**Appendix 3**

**Record of medicine administered to students**

| Date given | Student name | Time | Name of medicine | Dose | Any reactions | Signature | Print Name |
|------------|--------------|------|------------------|------|---------------|-----------|------------|
|            |              |      |                  |      |               |           |            |
|            |              |      |                  |      |               |           |            |
|            |              |      |                  |      |               |           |            |
|            |              |      |                  |      |               |           |            |
|            |              |      |                  |      |               |           |            |
|            |              |      |                  |      |               |           |            |
|            |              |      |                  |      |               |           |            |
|            |              |      |                  |      |               |           |            |
|            |              |      |                  |      |               |           |            |
|            |              |      |                  |      |               |           |            |
|            |              |      |                  |      |               |           |            |
|            |              |      |                  |      |               |           |            |
|            |              |      |                  |      |               |           |            |
|            |              |      |                  |      |               |           |            |

**Appendix 4**

**Staff Training Record – administration of medicines**

|                            |  |
|----------------------------|--|
| Name of school/setting     |  |
| Name                       |  |
| Type of training received  |  |
| Date of training completed |  |
| Training provided by       |  |
| Profession and title       |  |

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

Trainer’s signature \_\_\_\_\_

Date \_\_\_\_\_

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

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

Date \_\_\_\_\_

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

## Appendix 5

### Planned Absence Form

|   |  |   |             |
|---|--|---|-------------|
| Name  |  |   |             |
| Tutor Group   |  |   |             |
| Date(s) for planned absence   |  |   |             |
| Reason for absence (please tick)  | Medical <input type="checkbox"/><br>Dental <input type="checkbox"/><br>Personal <input type="checkbox"/><br>Religious <input type="checkbox"/>   | Interview <input type="checkbox"/><br>Open Day <input type="checkbox"/><br>Other <input type="checkbox"/> |             |
| Please provide additional information regarding absence (This box should NOT be left blank) |  |   |             |
| Signature of Parent/Carer   |  |   |             |
| Full name of Parent/Carer   |  |   |             |
| Declaration (signed by student)   | I understand it is my responsibility to ensure any work that I have missed due to my absence is caught up including any homework or coursework that has been set.<br><br><b>Signed by student:</b> |   |             |
| Tutor permission (please sign)  | Approve  | Reject  | Refer to LT |
|   |  |   |             |
| LT permission (please sign)   | Approve  | Reject  |             |
|   |  |   |             |
| Office Use ONLY   | Permission received? <input type="checkbox"/><br>iSAMS code applied? <input type="checkbox"/>  |   |             |

Form should be returned to the School Office with a signature from Parent or Carer AT LEAST 1 day in advance of your absence. Where possible and appropriate, please attach confirmation of absence to this form eg, email confirmation of booking, medical appointment card