

Skerne Park Academy



Medical Conditions Policy

Review Date: April 2020

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|------------|--|--|--|--|--|--|--|
| V1 | | | | | | | |
| April 2017 | | | | | | | |

Skerne Park Academy is part of the Hummers Knott Academy Trust and unless otherwise stated this policy applies to all Academies equally. This policy relates to Skerne Park Academy only.

PURPOSE

Skerne Park Academy (SPA) is an inclusive community that aims to support and welcome pupils with medical conditions.

The Academy understands that it has a responsibility to make the Academy welcoming and supportive to pupils with medical conditions who currently attend and to those who may enroll in the future.

SCOPE

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

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being

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

The Academy aims to include all pupils with medical conditions in all Academy activities.

Parents* of pupils with medical conditions will be encouraged to feel secure in the care their children receive at the Academy.

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

All staff are trained to know what to do in an emergency.

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

All staff understand the common medical conditions that affect children at the Academy. Staff receive training on the impact this can have on pupils.

The Medical Conditions Policy is understood and supported by the whole Academy and local health community.

* Throughout this document the term 'parent' refers to any person or body with parental responsibility such as a foster parent, carer, guardian or local authority.

Skerne Park Academy's Medical Conditions Policy has been drawn up in consultation with a wide range of local key stakeholders within both the Academy and health settings.

The key stakeholders include:

- Parents
- School nurse
- Head Teacher

- All staff
- Special Needs Coordinator
- Members of staff trained in first aid
- Healthcare professionals
- Governors

The Medical Conditions Policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.

Parents are informed and regularly reminded about the Medical Conditions Policy:

- by including the policy in the Academy's prospectus and signposting access to the policy
- at the start of the Academy year when communication is sent out about Healthcare Plans
- in the Academy newsletter at regular intervals in the Academy year
- when their child is enrolled as a new pupil
- via the Academy's website, where it is available all year round

Academy staff are informed and regularly reminded about the Medical Conditions Policy:

- when copies are handed out at the first staff meeting of the Academy year and before Healthcare Plans are distributed to parents (September staff packs)
- at scheduled medical conditions training
- because the policy is displayed in the staff room
- Also, all supply and temporary staff are informed of the policy and their responsibilities.

In relation to the most common serious medical conditions, staff have received training about and know what to do in an emergency.

All staff are made aware of the most common serious medical conditions at Skerne Park Academy via information sheets in the staff room and main office.

Staff at the Academy understand their duty of care to pupils in the event of an emergency. In an emergency situation, Academy staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.

Skerne Park Academy uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

Skerne Park Academy has procedures in place which ensure that a copy of the pupil's Healthcare Plan is sent to an emergency care setting (e.g. a hospital) with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the emergency care setting as soon as possible.

Skerne Park Academy will ensure the timely transfer of Healthcare Plans to the emergency care setting in the event of an emergency. The person accompanying the child will take the care plan with them or a copy of it will be given to ambulance staff.

All staff have been trained in and understand the Academy's general emergency procedures.

All staff know what action to take in the event of a medical emergency. This includes:

- how to contact emergency services and what information to give
- who to contact within the Academy.

Training is refreshed for all staff as necessary.

Action to take in a general medical emergency is displayed in prominent locations for staff including classrooms, the staff room and the school kitchen.

If a pupil needs to be taken to hospital and a parent cannot be contacted, a member of staff will always accompany them and will stay with them until a parent arrives. The Academy tries to ensure that the staff member will be one the pupil knows.

Skerne Park Academy has clear guidance on the administration of medication at the Academy.

Administration – emergency medication

All pupils at the Academy with medical conditions have **easy access to their emergency medication**. All medication is stored in the school office and pupils know where their medication is and how to access it. Pupils understand the arrangements for a member of staff to assist in helping them take their medication safely.

Administration – General

All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff at the Academy (staff administering medication sign off on the date/time and dosage given).

Skerne Park Academy understands the importance of medication being taken as prescribed.

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication.

There are several members of staff at the Academy who have been specifically trained to administer medication.

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 and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.

Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The Hummersknott Academy Trust provides full indemnity.

All Academy 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.

In some circumstances medication will only be administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.

Parents understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they must notify the school office immediately.

If a pupil at this Academy refuses their medication, staff record this and follow agreed procedures thereafter. Parents are informed as soon as possible.

All staff attending off-site visits are made aware of any pupils with medical conditions on the visit by the lead teacher. 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.

If a trained member of staff, who is usually responsible for administering medication, is not available the Academy makes alternative arrangements to provide the service. This is addressed in the Educational Visits Pack where a medication form will be found.

Skerne Park Academy has clear guidance on the storage of medication

Safe storage – emergency medication

Emergency medication is readily available via the school office to pupils who require it at all times during the Academy day or during off-site activities.

Pupils and staff know exactly where to access their emergency medication.

Safe storage – non-emergency medication

All non-emergency medication is kept in a secure place. Staff and the pupils concerned know where their medication is stored and how to access it.

Staff ensure that medication is only accessible to those for whom it is prescribed. Emergency inhalers are also available and parents are required to consent to the use of an emergency inhaler when they complete the medication care plan for their child.

Safe storage – general

The correct storage of medication at the Academy is overseen by the administration team.

All drugs are kept in a locked cabinet overseen by the administration team. Where a child suffers from severe asthma and the School Nurse recommends that a 2nd inhaler is stored within the classroom, the safe storage and ease of access is overseen by the class teacher. The administration team, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to the school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose.

All medication is supplied and stored, wherever possible, in its original containers. All medication must be labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

Medication is stored in accordance with instructions, paying particular note to temperature.

Some medication for pupils at the Academy 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.

Parents are required to collect all remaining medication from the school office on the last day of term. Any medication not collected is disposed of during the Summer break via a local pharmacy.

It is the parent's responsibility to ensure new and in-date medication comes into the Academy on the first day of the new academic year.

Safe disposal

Parents at the Academy are asked to collect out-of-date medication.

If parents do not pick up out-of-date medication, or remove it at the end of the Academy year, medication is taken to a local pharmacy for safe disposal.

A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year and is always documented.

Sharps boxes are used for the disposal of needles.

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.

Collection and disposal of sharps boxes are arranged by the Academy via a Service Level Agreement.

The Academy has clear guidance about record keeping

Admission forms

Parents at this Academy are asked if their child has any health conditions or health issues on the admission form, which is filled out when the child is admitted to the Academy.

Healthcare Plans

Drawing up Healthcare Plans

Skerne Park Academy uses a Healthcare Plan to record important details about individual children's medical needs at the Academy, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required. See Appendix 1

A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition. This is sent:

- at the start of the academic year
- when a diagnosis is first communicated to the Academy.

If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation letter is sent to the pupil's parents to complete. See Appendix 2

The parents, healthcare professional, Academy staff and the pupil with a medical condition meet to discuss the pupil's care, complete the pupil's Healthcare Plan and, where appropriate and necessary, complete a risk assessment (Appendix 4).

Academy Healthcare Plan Register

Healthcare Plans are used to create a centralised register of pupils with medical needs. An identified member of staff has responsibility for the register at this Academy.

The responsible member of staff follows up with the parents any further details required on a pupil's Healthcare Plan or if permission for administration of medication is unclear or incomplete.

Ongoing communication and review of Healthcare Plans

Parents at Skerne Park Academy 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.

Staff at the Academy use opportunities such as teacher/parent interviews and home/school diaries to check that information held by the Academy on a pupil's condition is accurate and up to date.

Every pupil with a Healthcare Plan at the Academy has their plan discussed and reviewed at least once a year.

Storage and access to Healthcare Plans

Parents at Skerne Park Academy are provided with a copy of the pupil's current agreed Healthcare Plan.

Healthcare Plans are kept in a secure central location at the Academy.

Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.

All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.

When a member of staff is new to a pupil group, for example due to staff absence, Skerne Park Academy ensures that they are made aware of (and have classroom access to) the Healthcare Plans of pupils in their care during the induction process.

Skerne Park Academy ensures that all staff protect pupil confidentiality.

Skerne Park Academy seeks permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during academy hours or at an Academy activity outside the normal Academy day. This permission is included on the Healthcare Plan.

Use of Healthcare Plans

Healthcare Plans are used by the Academy to:

- inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. The Academy uses this information to help reduce the impact of common triggers
- ensure that all medication stored at the Academy is within the expiry date
- ensure the local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency
- where possible, remind parents of pupils with medical conditions to ensure that any medication kept at the Academy for their child is within its expiry dates. This includes spare medication. However, it remains a parental responsibility to ensure that medication is appropriate and provided in a timely manner.

Consent to Administer Medicines

If a pupil requires regular prescribed medication (4 x per day medication or emergency medication, e.g. inhaler or epi-pen) at Skerne Park Academy, parents are asked to provide consent giving staff permission to administer medication on a regular/daily basis, if required. The same form is sent to parents for pupils taking short courses of medication. See Appendix 2

All parents 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.

Residential Visits

Parents are sent a residential visit form to be completed and returned to Skerne Park Academy shortly before their child leaves for an overnight 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 and includes information about medication not normally taken during school hours.

All residential visit forms are taken by the relevant staff member on visits and for all out-of-academy hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan.

All parents of pupils with a medical condition attending a residential visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

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.

Other Record Keeping

Skerne Park Academy 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 are informed as soon as possible.

Skerne Park Academy holds training on common medical conditions as required. 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 Academy and reviewed every 12 months to ensure all new staff receive training.

All Academy staff who volunteer to administer medication are provided with training by an approved trainer. The Academy keeps a register of staff who have had the relevant training.

Skerne Park Academy ensures that the whole Academy environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment as well as social, sporting and educational activities

Physical environment

Skerne Park Academy is committed to providing a physical environment that is accessible to pupils with medical conditions.

Skerne Park Academy's commitment to an accessible physical environment includes out-of-academy visits. The Academy recognises that this sometimes means changing activities or locations.

Social interactions

Skerne Park Academy 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 Academy hours.

Skerne Park Academy ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended Academy activities such as after-school clubs and residential visits.

All staff at Skerne Park Academy 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 Academy's Anti-harassment and Bullying and Pupil Discipline policies.

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.

Exercise and Physical Activity

Skerne Park Academy understands the importance of all pupils taking part in sports, games and other physical activities.

Skerne Park Academy ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils and understand that pupils should not be forced to take part in an activity if they feel unwell.

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

Skerne Park Academy ensures all PE teachers, classroom teachers and Academy sports coaches are aware of

the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.

The Academy ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

Skerne Park Academy ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and Learning

Skerne Park Academy 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.

If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at the Academy understand that this may be due to their medical condition.

Teachers 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 Individual Needs Coordinator (should this be SEN Coordinator or LC – TITLE?). The Individual Needs Coordinator consults with the pupil, parents and the pupil's healthcare professional to ensure the effect of the condition on their school work is properly considered.

Skerne Park Academy ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

Pupils learn about what to do in the event of a medical emergency.

Residential Visits

Risk assessments are carried out by Skerne Park Academy prior to any residential visit and medical conditions are considered during this process. Factors considered 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.

Skerne Park Academy understands that there may be additional medication, equipment or other factors to consider when planning residential visits and consideration is given to additional medication and facilities that are normally available at school.

Skerne Park Academy is aware of the common triggers that can make medical conditions worse or can bring on an emergency.

Skerne Park Academy is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits. Teachers need to do their own risk assessments, visits to farms, etc.

Academy staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.

Skerne Park Academy uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers. The academy has a detailed action plan to ensure these pupils remain safe during all lessons and activities throughout the Academy day.

Skerne Park Academy reviews medical emergencies and incidents to see how they could have been avoided. Where necessary, appropriate changes to the Academy's policy and procedures are implemented after each review.

RESPONSIBILITY

Each member of Skerne Park Academy knows their roles and responsibilities in maintaining an effective medical conditions policy

Skerne Park Academy works in partnership with all interested and relevant parties including the governing body, all Academy staff, parents, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical conditions policy at Skerne Park Academy. These roles are understood and communicated regularly.

Employer - The Trust has a responsibility to:

- ensure the health and safety of their employees and anyone else on the premises or taking part in Academy 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
- ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- report to parents, pupils and Academy staff about the successes and areas for improvement of this Academy's medical conditions policy
- provide indemnity for staff who volunteer to administer medication to pupils with medical conditions

The Head Teacher has a responsibility to:

- ensure the Academy is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- liaise between interested parties including pupils, Academy staff and external agencies to ensure the policy is put into action, with good communication of the policy to all
- ensure every aspect of the policy is maintained
- ensure that information held by the Academy is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- ensure pupil confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the medical conditions policy
- delegate a staff member to check the expiry date of medicines kept at school and maintain the Academy medical conditions register (Debra)
- monitor and review the policy, with input from parents, staff and external stakeholders
- update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- report back to all key stakeholders about implementation of the medical conditions policy.

All Academy staff have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- understand the Academy's medical conditions policy
- know which pupils in their care have a medical condition and be familiar with the content of each pupil's Healthcare Plan
- allow all pupils to have immediate access to their emergency medication
- maintain effective communication with parents including informing them if their child has been unwell at school
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- 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)

- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff 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, the pupil's healthcare professionals, special educational needs coordinator and welfare officers 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

First Aiders have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the Academy
- when necessary, ensure that an ambulance or other professional medical help is called.

Individual Needs Coordinator (SENCO) has the responsibility to:

- help update the Academy'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 Academy work
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in tests or course work.

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

- complete the pupil's Healthcare Plans provided by parents
- 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 (and their parents) a written care/self-management plan to ensure children know how to self-manage their condition
- ensure the child knows how to take their medication effectively
- ensure children have regular reviews of their condition and their medication
- provide the Academy with information and advice regarding individual children with medical conditions (with the consent of the pupil and his/her parents)
- understand and provide input, where necessary, to the Academy's medical conditions policy.

Emergency care services personnel in this area have a responsibility to:

- have an agreed system for receiving information held by the Academy about children's medical conditions, to ensure best possible care
- understand and provide input to the Academy's medical conditions policy.

Pupils at the Academy have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- treat all medication with respect
- know how to gain access to their medication in an emergency
- 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.

Parents* of a child at the Academy have a responsibility to:

- tell the Academy if their child has a medical condition
- ensure the Academy has a complete and up-to-date Healthcare Plan for their child
- inform the Academy about the medication their child requires during Academy hours
- inform the Academy of any medication their child requires while taking part in visits, outings or residential.
- tell the Academy about any changes to their child's medication, what they take, when and how much
- inform the Academy 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 Academy 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 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.



* The term 'parent' refers to any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

This policy will be reviewed and updated where necessary by the Head Teacher and key stakeholders detailed at the start of the policy, and approved for adoption by the Local Governing Body Community Committee.

New DfE and Department of Health guidance is actively sought and fed into the review.

PUBLICISING THE POLICY

A copy of this policy will be available on the Academy's website. Staff will be advised of amendments to this policy via Staff Briefings and are expected to familiarise themselves with the content.

POLICY STATUS

This is a non-statutory policy.

PARENT/CARERS REQUEST FOR ADMINISTRATION OF MEDICAL TREATMENT

To Miss Kate Chisholm (Head Teacher)

I request that(full name of pupil) be given the following medication which has been prescribed by a registered medical practitioner:

.....(name of medication)

I confirm that I will supply this medication in the form in which it has been supplied to me by the pharmacist. The prescription will be clearly marked on the packaging by the pharmacist. I understand that the school will not accept any medications that are in unmarked packages and which do not contain the administration details as supplied by the pharmacist.

I understand that the medication must be delivered personally by an adult to the school office and that this is a service which is subject to agreement with the school.

I also agree that a Care Plan will be drawn up by the school with my help and signed consent in order to ensure that all the relevant details and information about my child's needs are made available to key staff in the school.

Signed: Relationship to child:

Date:

Address:

.....

Telephone Number:

- 1) Medication will not be administered by the school unless this authorisation is completed and signed by the parent/carer.
- 2) The Governors and Head Teacher reserve the right to withdraw this service.
- 3) While all attempts will be made to comply with the above, ultimately responsibility for the administration of the medication remains with the parent/carer.

APPENDIX 1

Individual Healthcare Plan

The staff of Skerne Park Academy (SPA) will not give your child medication unless you fully complete and sign this form. SPA has a policy that staff can administer medicines which are prescribed by a GP or hospital, which require to be taken 4 times per day and which are in the original container as dispensed by the pharmacy. No other medication will be accepted by the school.

| | |
|--------------------------------|---------------------|
| Name of school/setting | SKERNE PARK ACADEMY |
| Child's name | |
| Class | |
| Date of birth | |
| Child's address | |
| Medical diagnosis or condition | |
| Date | |
| Review date | |

Family Contact Information

| | |
|------------------------------|--|
| 1 st Contact Name | |
| Relationship to child | |
| Phone no. (work) | |
| (home) | |
| (mobile) | |
| 2 nd Contact Name | |
| Relationship to child | |
| Phone no. (work) | |
| (home) | |
| (mobile) | |

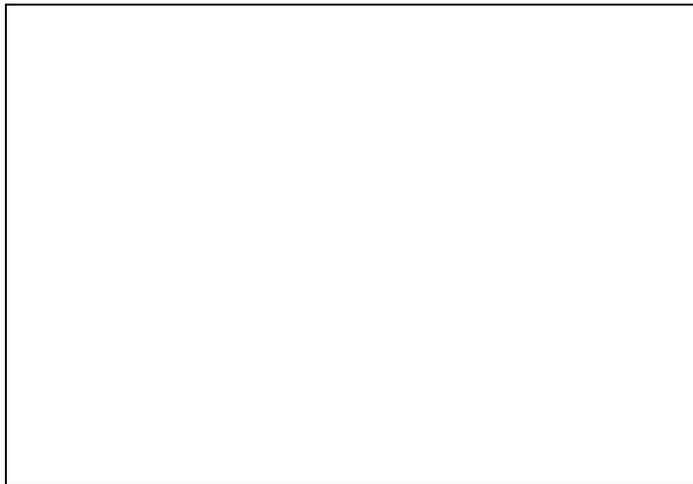
Clinic/Hospital Contact

| | |
|-------------------------|--|
| Name | |
| Name of Clinic/Hospital | |
| Phone no. | |

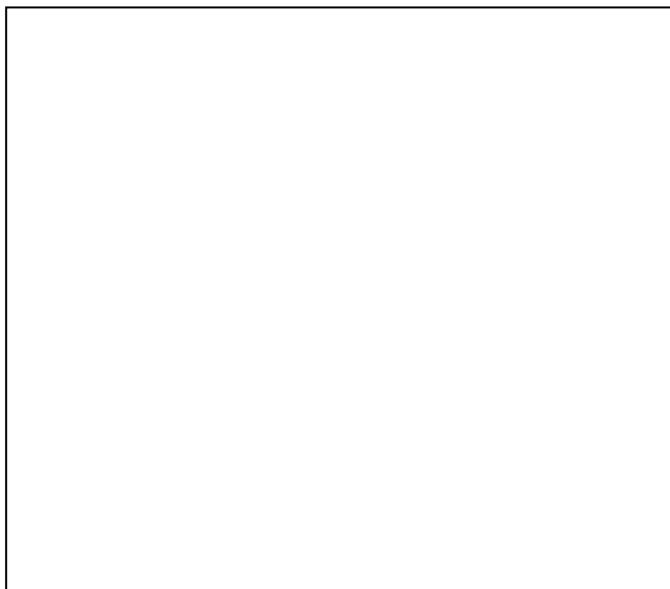
G.P.

| | |
|------------------|--|
| Name | |
| Practice Address | |
| Phone no. | |

Other Professionals Involved



Who is responsible for providing support in school



Describe medical condition/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**

Can the above-named child self-administer the medication YES / NO

Daily care requirements

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

Arrangements for school visits/trips, etc.

Other information

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

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

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

| | | |
|--------------------------|----------------------|--------|
| <input type="checkbox"/> | Class Teacher | (name) |
| <input type="checkbox"/> | Ms Cowan | |
| <input type="checkbox"/> | Ms Wilson | |
| <input type="checkbox"/> | Lunchtime Assistants | |
| <input type="checkbox"/> | Catering Staff | |
| <input type="checkbox"/> | Other | (name) |

The above information is, to the best of my knowledge, accurate at the time of signing this document and I give consent to Skerne Park Academy staff to administer the medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped before the end of the prescribed course.

If my child is prescribed an inhaler and the inhaler provided either expires (date) or runs out, I understand that by signing this consent I am also giving permission for the staff to administer an emergency inhaler if one is available.

Signature:Parent/Guardian Date:

Signature of member of staff accepting medication:

ADMINISTRATION OF MEDICATION SHEET FOR BOTH SHORT AND LONG TERM MEDICATION

Pupil's Name:

Class:

Address:

Date of Birth:

| Date | Signature Of Person Who Brought In Medication | Name Of Medication | Amount Supplied | Form Supplied | Dosage Regime | Expiry Date |
|------|---|--------------------|-----------------|---------------|---------------|-------------|
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| | | | | | | |
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| Date | Signature Of Person Collecting Medication (removing from school) | Name Of Medication | Amount Remaining | Signature of Member of Staff |
|------|--|--------------------|------------------|------------------------------|
| | | | | |
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RISK ASSESSMENT FORM

| | | |
|---|-------------------------|-------------------------------------|
| Multi-Agency Joint Working LA, Skerne Park Academy | | PUPIL |
| Lead People | Advising Safety Officer | Date Completed: Review Date: |

| | Risk assessment with no controls | | | Who is at Risk? | Risk Assessment with Controls | | | Residual risk control measures |
|---|----------------------------------|------|------|---|-------------------------------|-----|-----|--|
| | S | L | R | | S | L | RR | |
| What are the hazards? What could happen? | | | | | | | | |
| Administering medication to the wrong child | High | High | High | The child – wrong medication possible side effects. Member of staff administering – severe emotional stress, self-blame | Med | Med | Med | <p>All medication is stored in clear zipped bags clearly labelled with the child’s name.</p> <p>No medication is accepted without a completed care plan.</p> <p>All care plans are readily available from the main office (first aid cupboard).</p> <p>All medication administered is signed for (date, time, dosage) by the member of staff who administers it.</p> <p>Any changes to the regime must be made in writing on the care plan and signed off by the parent/carer.</p> |
| Incorrect dose is administered | High | High | High | | Med | Med | Med | |
| Medication becomes out of date | High | High | High | Expiry dates are recorded on the care plan. It is the parent’s responsibility to ensure that medication is within date and renewed as required | Med | Med | Med | |
| Running out of medication (long term) | High | High | High | It is the parent’s responsibility to ensure that medication is provided in a timely manner | Med | Med | Med | |

Existing Control Measures:

S: SEVERITY L: LIKELIHOOD R: RISK RR: RESIDUAL RISK