

# LAVANT C.E. PRIMARY SCHOOL



## Policy on Medicines in School

Adopted: Spring 2019  
Last reviewed: Spring 2023  
Review: Spring 2025

# LAVANT C.E. PRIMARY SCHOOL

## Policy on Medicines in School

### **Statement of Intent**

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions. The governing body of Lavant C.E. Primary School will ensure that these arrangements fulfil their statutory duties and follow guidance outlined in 'Supporting pupils at school with medical conditions' April 2014.

Establishment staff do not have a statutory duty to give medicines or medical treatment. However medicines will be administered to enable the inclusion of pupils with medical needs, promote regular attendance and minimise the impact on a pupil's ability to learn. In an emergency all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care – this might mean giving medicines or medical care.



Signed Chair of Governors  
February 2023

## **Organisation**

The governing body will develop policies and procedures to ensure the medical needs of pupils at Lavant C.E. Primary School are managed appropriately. They will be supported with the implementation of these arrangements by the Head teacher and school staff.

The leads for managing medicines at Lavant C.E. Primary School is **Mrs. Carol Skeens** or in her absence Mr. Adrian King. In their duties staff will be guided by their training, this policy and related procedures.

## **Implementation monitoring and review**

All staff, governors, parents/carers and members of the Lavant C.E. Primary School community will be made aware of and have access to this policy. This policy will be reviewed biannually and its implementation reviewed as part of the Head teacher's annual report to Governors.

## **Insurance**

Staff who follow the procedures outlined in this policy and who undertake tasks detailed in the RMP Medical Malpractice Treatment Table are covered under WSCC insurance policies. The medical audit is available to view on West Sussex Services for Schools under 'guide to insurance for schools'.

Claims received in respect of medical procedures not covered by the insurers will be considered under the Council's insurance fund.

## **Admissions**

When the school is notified of the admission of any pupil the parents will complete a medical information form (Appendix A) and will be asked to complete our parental consent to administer short term-ad-hoc non-prescription medication and emergency medication (Appendix B): If appropriate the Lead for Managing Medicines will complete an assessment of the pupil's medical needs. This might include the development of an Individual Health Care Plans (IHP) or Education Health Care Plans (EHC) and require additional staff training. The school will endeavour to put arrangements in place to support that pupil as quickly as possible. However the school may decide (based on risk assessment) to delay the admission of a pupil until sufficient arrangements can be put in place.

## **Pupils with medical needs**

The school will follow Government guidance and develop an IHP or EHC for pupils who:

- Have long term, complex or fluctuating conditions and those who require medication in emergency situations – these will be detailed using the pupil health information form (Appendix D) and a care plan (Appendix E).

Parents/guardians should provide the Head teacher with sufficient information about their child's medical condition and treatment or special care needed at school. Arrangements can then be made, between the parents/guardians, Head teacher, school nurse and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in school. Healthcare plans will be reviewed by the school annually or earlier if there is a change in a pupil's medical condition.

### **All prescribed and non-prescribed medication**

On no account should a child bring in their own medicine to self-administer, if he/she is unwell. Parents may call into the school and administer medicine to their child, or they may request that a member of school staff administers the medicine. If a pupil refuses their medication, they should not be forced, the school will contact the parent/guardian and if necessary the emergency services. Pupils should not bring any medication to school for self-administration.

The school will keep a small stock of paracetamol and antihistamine, for administration with parental consent gained (Appendix B) for symptoms that arise during the school day. All other medication must be supplied by the parent/guardian in the original pharmacist's container clearly labelled and include details of possible side effects e.g. manufacturer's instructions and/or patient information leaflet (PIL). Medicines must be delivered to the school office with the appropriate consent form (Appendix F). The school will inform the parent/guardian of the time and dose of any non prescribed medication administered, at the end of each day by a standard letter (Appendix C).

### **Confidentiality**

As required by the General Data Protection Act 2018, school staff should treat medical information confidentially. Staff will consult with the parent, or the pupil if appropriate, as to who else should have access to records and other information about the pupil's medical needs and this should be recorded on the IHP or EHC. It is expected that staff with contact to a pupil with medical needs will as a minimum be informed of the pupil's condition and know how to respond in a medical emergency.

### **Consent to administer medication**

Parental/guardian consent to administer medication will be required as follows:

- **Short term ad-hoc non-prescribed medication** - The school will request parent/guardian consent to administer ad-hoc non-prescription medication by using Form Appendix B which must be completed before the non-prescribed medication is administered. If a child becomes unwell during the school day school staff will contact parents to discuss the situation before administering the **school held medication**. A confirmation slip will be sent home with the child stating the medicine given, dose, and time medicine was administered (Appendix C). The school will send annual reminders requesting parents/guardians to inform the school if there are changes to consent gained when the pupils first joined the school. If the school is not informed of any changes by the parent/guardian it will be assumed that consent remains current.
- **Prescribed and non-prescribed medication** - each request to administer medication must be accompanied by 'Parental consent to administer medication form, (Appendix F) or if applicable on the IHP.

### **Prescription Medicines**

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime. Administration by school staff, will be recorded using Appendix G. Parents/guardians are expected to remove any remaining medicine from school once the prescribed course has been completed.

## **Non-prescription Medicines**

Under exceptional circumstances where it is deemed that their administration is required to allow the pupil to remain in school the school will administer non-prescription medicines. The school will not administer alternative treatments i.e. homeopathic or herbal potions, pills or tinctures or nutrition supplements unless prescribed or recommended by a Doctor and detailed on an IHP or EHCP as part of a wider treatment protocol. As recommended by the Government in 'Supporting Pupils at School with Medical Conditions December 2015' the school will also not administer aspirin unless prescribed. The storage and administration for non-prescription medication will be treated as prescription medicines.

If the relevant symptoms develop during the school day as detailed under the paragraph below 'short term ad-hoc non-prescribed medication' the school will administer the following non-prescription medications:

- paracetamol (to pupils of all ages)
- antihistamine (to pupils of all ages)

In an emergency situation the school can administer the following medication (only after obtaining advice from the emergency services)

- Epi-pen
- Inhaler

All other non-prescription medications will only be administered by staff, providing:

- The parent/guardian confirms daily the time the medication was last administered and this is recorded on Appendix F
- medication is licensed as suitable for the pupil's age
- medication is suitable for the pupil i.e. if a child is asthmatic the medication is suitable for that condition
- administration is required more than 4 times per day
- medication is supplied by the parent or guardian in the original packaging with the manufacturer's instructions and/or PIL
- and accompanied by parental/guardian consent Appendix F and confirmation the medication has been administered previously without adverse effect

The school will NOT administer non-prescription medication:

- as a preventative, i.e. in case the pupil develops symptoms during the school day
- if the pupil is taking other prescribed or non-prescribed medication, i.e. only one non-prescription medication will be administered at a time
- For any requirement for a non-prescription medication to be administered during school hours for longer than 48 hours, unless accompanied by a Doctor's note. In the absence of a Doctor's note and if following the administration of a non-prescription medication symptoms have not begun to lessen in the first 48 hours the school will advise the parent to contact their Doctor. If symptoms have begun to alleviate, the medication can continue to be administered at home out of school hours. Under very exceptional circumstances where the continued administration of a non-prescribed medication is required to keep the pupil in school and this requirement has not been documented by a medical professional the school will continue to administer medication at their own discretion.
- A request to administer the same or a different non-prescription medication that is for the same/initial condition will not be repeated for 2 weeks after the initial episode; and not for more than 2 episodes per term - it will be assumed that the prolonged expression of symptoms requires medical intervention, and parents/guardians will be advised to contact their Doctor.

- Skin creams and lotions will only be administered in accordance with the Schools Intimate Care Policy and procedures.
- Medication that is sucked i.e. coughs sweets or lozenges, will not be administered by the school.
- If parents/guardians have forgotten to administer non-prescription medication that is required before school – requests to administer will be at the discretion of the school and considered on an individual basis.

### **Short term ad-hoc non-prescribed medication**

A small stock of standard paracetamol and antihistamine will be kept by the school for administration if symptoms develop during the school day.

ONLY the following will be administered following the necessary procedures:

- For relief from pain
  - Standard Paracetamol will be administered in liquid or tablet form for the relief of pain i.e. period pain, migraine.
  - For mild allergic reaction – anti-histamine (see Anaphylaxis)
  - For travel sickness – medication will be administered if required before educational visits and must be age appropriate and supplied by the parent/guardian in its original packaging with the PIL if available.

Only 1 dose of any of the above medications suitable to the weight and age of the pupil will be administered during the school day.

### **Pain relief protocol for the administration of paracetamol**

If a request for non-prescribed pain relief is made by a pupil or carer/staff (advocate for a non-verbal/non-communicating pupil) before 1pm:

- The school will contact the parent/guardian and confirm that a dose of pain relief (Paracetamol) was NOT administered before school, parents/guardians and if appropriate the pupil will also be asked if they have taken any other medication containing pain relief medication i.e. decongestants e.g. Sudafed, cold and flu remedies e.g. Lemsip and medication for cramps e.g. Feminax etc. and these conversations will be recorded. If a dose of pain relief has not been administered in the past 4 hours the school will with parental consent administer 1 dose.
- If the school cannot contact the parent/guardian and therefore cannot confirm if pain relief (Paracetamol) was administered before school then the school will refuse to administer pain relief before 1pm.

If a dose of pain relief has been administered before school:

- PARACETAMOL – The school will not administer paracetamol until 4 hours have elapsed since the last dose (assume latest 8.45am) no more than 4 doses can be administered in 24 hours.

If a request for pain relief is made after 1pm:

- As the recommended time between doses will have elapsed and with parental consent, administer 1 standard dose of Paracetamol without any need to confirm with the parent/guardian if a dose was administered before school. If appropriate, the pupil will still be asked if they have taken any other medication containing pain relief medication and this conversation will be recorded.

The school will inform the parent/guardian if pain relief has been administered this will include the type of pain relief and time of administration (Appendix C).

### **Prescription Medicines**

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime.

Occasionally a GP may prescribe a medicine which has to be taken during the school day. Parents may call into the school and administer medicine to their child, or they may request that a member of school staff administers the medicine. When school staff administer medicines, the parent or guardian must supply the medicine in the original pharmacist's container clearly labelled including details of possible side effects to the school office and must complete a 'Parental consent to administer medicine' form (Appendix F). On no account should a child come to school with medicine if he/she is unwell.

### **Asthma**

The school recognises that pupils with asthma need access to relief medication at all times. The school will manage asthma in school as outlined in the Asthma Toolkit. Pupils with asthma will be required to have an emergency inhaler and a spacer (if prescribed) in school. The school may ask the pupils parent or guardian to provide a second inhaler. Parents are responsible for this medication being in date and the school will communicate with the parents if new medication is required and a record of these communications will be kept. The school inhaler will only be used in an emergency and will always be used with a spacer as outlined in the Asthma Toolkit. The school will develop IHP's for those pupils with severe asthma, and complete the Individual Protocol for pupils with mild asthma.

### **Anaphylaxis**

Every effort will be made by the school to identify and reduce the potential hazards/triggers that can cause an allergic reaction to pupils diagnosed with anaphylaxis within the school population. The school complies with the School Nursing Service recommendation that all staff are trained in the administration of auto injectors and that training is renewed annually.

In accordance with the Medicines and Healthcare Products Regulatory Agency (MHRA) advice, the school will ask parent/guardian(s) of children requiring an auto-injector to provide 2 auto-injectors for school use. Parents are responsible for this medication being in date and the school will communicate with the parents if new medication is required and a record of these communications will be kept.

### **Mild Allergic Reaction**

Non-prescription antihistamine will with parental consent, be administered for symptoms of mild allergic reactions (i.e. itchy eyes or skin, rash or/and redness of the skin or eyes), the pupil must be monitored for signs of a further allergic reaction.

Some antihistamine medication can cause drowsiness and therefore the school will consider if it is necessary for pupils to avoid any contact with hazardous equipment after administration of the medication i.e. P.E. Science, Design and Technology.

### **Hay fever**

Parent(s)/guardian(s) will be expected to administer a dose of antihistamine to their child before school for the treatment of hay fever. The school will only administer antihistamine for symptoms of allergic reaction and not as a precautionary measure.

### **Severe Allergic Reaction**

Where a GP/Consultant has recommended or prescribed antihistamine as an initial treatment for symptoms of allergic reaction this will be detailed on the pupils IHP. The school will administer 1 standard dose of antihistamine (appropriate to age and weight of the pupil) and it is very important that symptoms are monitored for signs of further allergic reaction. During this time, pupils must NEVER be left alone and should be observed at all times.

***If symptoms develop or there are any signs of anaphylaxis or if there is any doubt regarding symptoms then if the pupil has been prescribed an adrenaline auto injector it will be administered without delay, an ambulance called and the parents informed.***

### **Medical Emergencies**

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has an IHP or EHC, the emergency procedures detailed in the plan are followed, and a copy of the IHP or EHC is given to the ambulance crew. If applicable the pupil's emergency medication will be administered by trained school staff, if the pupils medication isn't available staff will administer the schools emergency medication with prior parental consent.

In accordance with amendments made to the Human Medicines Regulations 2012, from October 2014 a spare salbutamol inhaler(s) and spacer(s) will be held by the school to cover emergency use. Parents of children in need of auto-injectors, are expected to provide 2 in date auto-injectors for administration to their child. One spare auto-injector will be purchased for use by the school in an emergency.

Parental consent to administer the 'school inhaler and/or auto-injector' will be gained when the pupil joins the school (using Appendix B and E) for asthmatics and anaphylaxis (Appendix B and I). The school will hold a register of the pupils diagnosed with asthma and/or anaphylaxis, and if parental consent has been given to administer the school medication. The school will be responsible for ensuring the school medication remains in date.

Instructions for calling an ambulance are displayed prominently by the telephone in the school office (Appendix H).

### **Controlled Drugs**

The school does not deem a pupil prescribed a controlled drug (as defined by the Misuse of Drugs Act 1971) as competent to carry the medication themselves whilst in school. Controlled drugs will be stored securely in a non-portable locked medicines cabinet in a locked room and only named staff will have access. Controlled drugs for emergency use e.g. midazolam will not be locked away and will be easily accessible. The administration of a controlled drug will be witnessed by a second member of staff and records kept. In addition to the records required for the administration of any medication, a record will be kept of any doses used and the amount of controlled drug stock held in school. (Appendix J).

### **Pupils taking their own medication**

For certain long-term medical conditions, it is important for children to learn how to self-administer their medication, however appropriate arrangements for medication will be agreed and documented in the pupil's IHP or EHC (Appendix E).



### **Storage and Access to Medicines**

All medicines apart from emergency medicines (inhalers, adrenaline auto injector, midazolam etc.) will be kept securely in the staff room. Medicines are always stored in the original pharmacist's container. Pupils are told where their medication is stored and who holds the key and staff will be fully briefed on the procedures for obtaining their medication.

Emergency medicines such as inhalers, adrenaline auto injectors and midazolam must not be locked away. If appropriate certain emergency medication can be held by the pupil, or kept in a clearly identified container in his/her classroom. The school will make an assessment as to the competency of each individual pupil to carry their own medication. Parents will be asked to supply a second adrenaline auto injector and/or asthma inhaler for each child and they will be kept in the medical cupboard in the staff room. Staff must ensure that emergency medication is readily available at all times i.e. during outside P.E. lessons, educational visits and in the event of an unforeseen emergency like a fire.

Medicines that require refrigeration are kept in the fridge in the staffroom to which pupil access is restricted, and will be clearly labelled in an airtight container. There are specific arrangements in place for the storage of controlled drugs see page 7.

### **Waste medication**

Where possible staff should take care to prepare medication correctly. If too much medication is drawn into a syringe the remainder (amount above the required dose) should be returned to the bottle before administration. If only a half tablet is administered the remainder should be returned to the bottle or packaging for future administration.

If a course of medication has been completed or medication is out of date, it will be returned to the parent/guardian for disposal.

### **Spillages**

Any spillage must be dealt with as quickly as possible and staff are obliged to take responsibility/follow the guidelines. Spillages will be cleared up following the schools procedures and considering the control of infection. Any spilled medication will be deemed unsuitable for administration and if necessary parents will be asked to provide additional medication.

The school has additional procedures in place for the management of bodily fluids which are detailed in the intimate care policy.

If the school holds any cytotoxic drugs, their management will be separately risk assessed and any Health and Safety Executive (HSE) guidance will be followed.

### **Record Keeping – administration of medicines**

For legal reasons records of all medicines administered are kept at the school until the pupil reaches the age of 24. This includes medicines administered by staff during all educational or residential visits. The pupil's parent/guardian will also be informed if their child has been unwell during the school day and medication has been administered. For record sheets see Appendix C and G.

### **Recording Errors and Incidents**

If for whatever reason there is a mistake made in the administration of medication and the pupil is:

- Given the wrong medication
- Given the wrong dose
- Given medication at the wrong time (insufficient intervals between doses)
- Given medication that is out of date
- Or the wrong pupil is given medication

Incidents must be reported to the Schools Senior Management Team who will immediately inform the pupil's parent/guardian. Details of the incident will be recorded locally as part of the schools local arrangements. Local records must include details of what happened, the date, who is responsible and any effect the mistake has caused. Senior Management will investigate the incident and change procedures to prevent reoccurrence if necessary. NB: Incidents that arise from medical conditions that are being well managed by the school do not need to be reported or recorded locally.

### **Staff Training**

The school will ensure a sufficient number of staff complete Managing Medicines in Schools training before they can administer medication to pupils. The school will also ensure that other staff who may occasionally need to administer a medicine are instructed and guided in the procedures adopted by the school by the person who has completed the Managing Medicines course. Staff given instruction by the Lead for Medicines MUST complete a competency test and achieve a score of 100% in order to administer medication.

Supply and locum staff will be given appropriate instruction and guidance in order to support the pupils with medical needs in their care. All school staff are trained annually to administer an auto-injector and asthma inhaler in an emergency.

A record of all training must be maintained to show the date of training for each member of staff and when repeat or refresher training is required.

The school will ensure that the staff who administer medicine for specific chronic conditions are trained to administer those specific medicines, for example, Diabetes (insulin) Epilepsy (midazolam). Training in the administration of these specific medicines is arranged in liaison with the NHS school nurse.

### **Educational Visits (Off – site one day)**

Staff will administer prescription medicines to pupils when required during educational visits. Parents should ensure they have completed a consent form (Appendix F) and supply a sufficient amount of medication in its pharmacist's container. Non-prescription medicines as detailed in this policy can be administered by staff, pupils must not carry non-prescription medication for self-administration.

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known and copies of care plans will be taken by the responsible person.

### **Residential Visits (overnight stays)**

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the care plan.

Occasionally it may be necessary to administer non-prescription medicines as described in this policy i.e. antihistamine to pupils suffering from an allergic reaction or paracetamol for acute pain from things like headache, period pain, toothache etc. Parents must give written consent prior to the residential visit and sign to confirm that they have administered the medication without adverse effect.

The school will keep its own supply of the following non-prescription medication paracetamol and antihistamine medication for administration to pupils during a residential visit and parental consent will be required in order for the school to administer their supply (Appendix B). The medication will be stored and administration recorded as for prescription medicines (Appendix G). Pupils should not bring non-prescribed medication on the residential visit for self-administration.

### **Risk assessing medicines management on all off site visits**

Pupils with medical needs shall be included in visits as far as this is reasonably practicable. School staff will discuss any issues with parents and/or health professionals so that extra measures (if appropriate) can be put in place. A copy of the pupils IHP or EHP will be taken on the visit and detailed arrangements relating to the management of their medication(s) during the visit should be included in the plan.

If a pupil requires prescribed or non-prescribed medication during the visit and an IHP or EHP has not been developed and the management of their medication differs from procedures followed whilst in school, the school will conduct a risk assessment and record their findings.

The results of risk assessments however they are recorded i.e. IHP, EHP etc. will be communicated to the relevant staff and records kept of this communication.

### **Complaints**

Issuing arising from the medical treatment of a pupil whilst in school should in the first instance be directed to the Head teacher. If the issue cannot easily be resolved the Head teacher will inform the governing body who will seek resolution.

Appendix A – Offsite parental consent/medical form

Appendix B – Parent/guardian consent to administer short-term non-prescribed 'ad-hoc' medicines and emergency medication

Appendix C – Summary guidance medicines policy

Appendix D – Ad-hoc medication given – to hand to parents

Appendix E – Care plan template

Appendix F – Parental consent to administer medicine

Appendix G – Record of medicine administered to and individual child

Appendix H – Contacting emergency services

Appendix I – Asthma information form

Appendix J – Record of controlled drugs administered to individual child



## Appendices

# LAVANT C.E. PRIMARY SCHOOL

Appendix A

## PARENTAL CONSENT/MEDICAL FORM

During the school year various educational visits are arranged. At other times class teachers like to take advantage of good weather conditions to make use of the local environment, to take the children for walks in the village, to Church for special occasions, for sports fixtures with other schools, etc. At all times the children are very closely supervised, with extra adults involved to ensure safety.

You will **always** be notified when your child takes part in any activity and asked to sign an additional consent slip, but in order to avoid asking you to sign this permission/medical form each time please sign this to cover the whole year. Please do inform the school office if any details change throughout the school year.

I wish my son/daughter ..... **(Full name of child)** to be allowed to take part in school visits and sports fixtures during the school year and agree to his/her taking part in any/all of the activities described.

I have ensured that my child understands that it is important for his/her safety and for the safety of the group that any rules and any instructions give by the staff in charge are obeyed.

I understand that, while the school staff and helpers in charge of the party will take all reasonable care of the young people, unless they are negligent they cannot be held responsible for any loss, damage or injury by my son/daughter arising during or out of the journey. *(Note: School Journey Insurance is automatically arranged through West Sussex County Council)*

My child has:

no illness, allergy or physical disability \*      \* *please cross out which does not apply*  
the following illness, allergy or physical disability \*

.....

which necessitates the following medical treatment

.....

*If necessary please give details on a separate sheet which should be firmly attached*

FAMILY DOCTOR: .....

ADDRESS: .....

.....

TELEPHONE NO: .....

Your child's NHS Number .....

I consent to any emergency medical treatment necessary during the course of the visit

Signed ..... Date .....  
Parent/Guardian



## LAVANT C.E. PRIMARY SCHOOL

### Parent/guardian consent to administer short-term non-prescribed 'ad-hoc' medicines and **emergency medication**

The school will not administer medication unless this form is completed and signed. This information will be kept securely with your child's other records. If further information is needed we will contact you. Please do not hesitate to contact the school if there are any issues you wish to discuss.

<b>Pupil Name</b>	
<b>D.O.B</b>	
<b>Class</b>	

The Medicines Policy permits the school to allow trained staff to administer the following non-prescription medication if your child develops the relevant symptoms during the school day. If this should occur, we will of course contact you to discuss administering any medication. If your child has been administered any ad hoc medication during the day, they will bring home a slip of paper informing you of the time of administration and the dose.

The school holds a small stock of the following medicines:

- ☐ **Paracetamol**
- ☐ **Anti-histamine**

Tick the non-prescription medications above that you give your consent for the school to administer during the school day and confirm that you have administered these medications in the past without adverse effect.  
Please keep the school informed of any changes to this consent.

In an **absolute emergency**, the school does hold a small stock of the following:

☐ **Inhaler**

☐ **Epi-Pen**

Please tick that you give your consent for the school to administer the above medication in an **emergency situation**. Please rest assured these would only be given after communication with the emergency services.

.....

Signature(s) Parent/Guardian

Print name

.....

Date



**LAVANT C.E. PRIMARY SCHOOL**  
**AD HOC MEDICATION GIVEN**

Your child ..... has been given

Name of Medication..... Dose .....

Time .....

Signed ..... Date.....



**LAVANT C.E. PRIMARY SCHOOL**  
**AD HOC MEDICATION GIVEN**

Your child ..... has been given

Name of Medication..... Dose .....

Time .....

Signed ..... Date.....



## LAVANT C.E. PRIMARY SCHOOL

## Pupil Health Information Form

This information will be kept securely with your child's other records. If further information is needed we will contact you. Please do not hesitate to contact the school if there are any issues you wish to discuss.

<b>Childs Name</b>
<b>D.O.B</b>
<b>Year Group</b>

**Please complete if applicable**

Has your child been diagnosed with or are you concerned about any of the following:

<b>Condition</b>	<b>Yes</b>	<b>No</b>	<b>Medication</b>
<b>Asthma</b> NB: Parents of pupils with mild asthma must also sign an asthma protocol form available from the school			
<b>Allergies/Anaphylaxis</b> NB: Parents of pupils prescribed an auto injector must also sign the relevant auto injector form available from the school)			
<b>Epilepsy</b>			
<b>Diabetes</b>			



Is your child taking regular medication for any condition other than those listed on the previous page – continue on a separate sheet if necessary.

Condition	Medication, emergency requirements

Please use the space below to tell us about any other concerns you have regarding your child's health, continue on a separate sheet if necessary:

--

**LAVANT C.E. PRIMARY SCHOOL****Date of Birth: ???? - NHS Number****ALLERGIC TO****MEDICATION: - expiry date:****Dosage & Method:**

- It is the parents responsibility to ensure the EpiPen has not expired
- The school staff will take all reasonable steps to ensure ????I does not eat any food items unless they have been prepared / approved by parents



?????? may present any  
of the following  
symptoms

**Inform parents**

**It is the schools responsibility to ensure this care plan is reviewed and parents inform the school of any changes in condition or treatment**

Agreed by: School Representative..... Date.....

**I agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education**

Parent..... Date.....

**GP:**



## PARENTAL CONSENT TO ADMINISTER MEDICINE

(where an individual Healthcare Plan or Education Healthcare Plan is not required)

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

Name of school

**LAVANT C.E. PRIMARY SCHOOL**

Name of child

Date of birth

Class

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 needs to know about?

Procedures to take in an emergency

**Medicines must be in the original container as dispensed by the pharmacy and the manufacturer's instructions and/or Patient Information Leaflet (PIL) must be included**

### Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to the school office.

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

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

**If this is a request to administer non-prescribed medication, please work with the school to complete the reverse of this form**

### Individual Protocol for non-prescribed medication

**This form should be completed in conjunction with the parental consent overleaf**

Under exceptional circumstances where it is deemed that their administration is required to allow the pupil to remain in school the school will administer non-prescription medicines for a maximum of 48 hours.

Date (requirement reviewed daily)	Time last dose administered at home as informed by parent	Dosage given in school	Time	Comments
Day 1				
Day 2				

3 main side effects of medication as detailed on manufacturer's instructions or PIL		
1.	2.	3.

Emergency procedures – if the pupil develops any of the signs or symptoms mentioned above or any other signs of reaction as detailed on the manufacturer's instructions and/or PIL this might be a sign of a negative reaction or if it is suspected that the child has taken too much medication in a 24 hour period staff will call 999 and then contact the parent/guardian(s).

I agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education.

I am aware that each day I must inform the school when I last administered the medication and that I will be informed by the school in writing when medication has been administered by letter.

Agreed by: Parent/guardian.....Date.....



LAVANT C.E. PRIMARY SCHOOL  
Record of Medicine administered to an individual child

[illegible]



# LAVANT C.E. PRIMARY SCHOOL

## Contacting Emergency Services

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

<b>Your telephone number</b>	<b>01243 527382</b>
<b>Give your name and the name of the school</b>	<b>LAVANT CHURCH OF ENGLAND PRIMARY SCHOOL</b>
<b>School Address</b>	<b>WEST STOKE ROAD - LEFT HAND SIDE (ALSO KNOWN AS DOWNS ROAD) LAVANT  FIRST TURNING ON LEFT WHEN ENTERING ROAD FROM A286  NOT LAVANT HOUSE – PLEASE STRESS THIS</b>
<b>Postcode</b>	<b>PO18 0BW</b>
<b>Provide the name of the child and a brief description of their symptoms</b>	
<b>Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient</b>	
<b>Provide the exact location of the patient within the school setting</b>	

### **FOR ANAPHYLACTIC SHOCK / EPILEPSY RESCUE**

**Once you have dialled 999 you need to say "I have a child in anaphylactic shock / receiving epilepsy rescue medication"**

**Give details as above – state postcode BEFORE address and communicate that Sat Nav on postcode alone can result in incorrect directions**

**DO NOT PUT THE PHONE DOWN AND TAKE HANDS FREE PHONE TO THE EMERGENCY SITUATION (UNLESS OUTSIDE WHERE HANDS FREE PHONE WILL NOT WORK)**



# Lavant

## C.E. Primary School

Headteacher: Mr Adrian King B.A Hons (QTS) NPQH

Tel: 01243 527382 Fax: 01243 530677

E-mail: [office@lavant.w-sussex.sch.uk](mailto:office@lavant.w-sussex.sch.uk)

Website: [www.lavant.w-sussex.sch.uk](http://www.lavant.w-sussex.sch.uk)

Appendix I

West Stoke Road

Lavant Chichester

West Sussex PO18 0BW

Dear Parent/Carer

### Asthma Information Form

Please complete the questions below so that the school has the necessary information about your child's asthma. **Please return this form without delay.**

CHILD'S NAME..... Age ..... Class .....

1. Does your child need an inhaler in school? Yes/No
2. Please provide information on your child's current treatment. (Include the name, type of inhaler, the dose and how many puffs? Do they have a spacer?

.....

.....

3. What triggers your child's asthma?

.....

It is advised to have a spare inhaler in school. Spare inhalers may be required in the event that the first inhaler runs out is lost or forgotten. Inhalers must be clearly labelled with your child's name and must be replaced before they reach their expiry date. The school will also keep an emergency salbutamol inhaler for emergency use.

**I agree to ensure that my child has in-date inhalers and a spacer (if prescribed) in school. I agree that the school can administer the school emergency salbutamol inhaler if required.**

Signed: Date.....

*I am the person with parental responsibility*

Circle the appropriate statements

- My child carries their own inhaler.
- My child's requires an inhaler and I have provided this to the school office
- My child requires a spacer and I have provided this to the school office
- My child does not require a spacer

4. Does your child need a blue inhaler before doing exercise/PE? If so, how many puffs?

.....

5. Do you give consent for the following treatment to be given to your child if asthma symptoms are recognised by our First Aid trained staff in an emergency?

- Give **6 puffs of the blue inhaler via a spacer**
- Reassess after 5 minutes
- If the child still feels wheezy or appears to be breathless they should have a further **4 puffs of the blue inhaler**

Reassess after 5 minutes

- **If their symptoms are not relieved with 10 puffs of blue inhaler then this should be viewed as a serious attack:**
- **CALL AN AMBULANCE and CALL PARENT**
- **While waiting for an ambulance continue to give 10 puffs of the reliever inhaler every few minutes**

Yes/No

Signed:    Date.....  
*I am the person with parental responsibility*

**Parental Update** (only to be completed if your child no longer has asthma)

My child ..... no longer has asthma and therefore no longer requires an inhaler in school or on school visits.

Signed  
*I am the person with parental responsibility*

Date

Please remember to inform the school if there are any changes in your child's treatment or condition.

Thank you



Adrian King  
Headteacher



LAVANT C.E. PRIMARY SCHOOL

Record of Controlled Drug administered to an individual child

Child's Name: \_\_\_\_\_

Date medicine provided by parent	
Name and strength of medicine	
Quantity returned	

Quantity received	
Expiry date	
Dose and frequency of medicine	

Staff Signature	
Parent's Signature	

[illegible]

## Appendix J

[illegible]