



Supporting Children with Medical Needs

Administration of Medicines - including Adrenaline Auto-Injectors

First Aid

Supporting Children with Medical Needs - Policy Statement

This policy aims to promote inclusion and support the medical, as well as emotional Health of children with medical conditions, for them to reach their full potential whilst at school.

This policy has been devised to support children with health and medical needs, following statutory guidance from the Department for Education (DfE) for governing bodies of maintained schools and proprietors of academies in England. This guidance came into place in September 2014. (Updated December 2015 and August 2017)

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 with their medical conditions.

The statutory guidance is intended to help governing bodies meet their legal responsibilities, setting out arrangements that they will be expected to make, based on good practice. The aim is to make sure 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 and achieve their full potential.

Key Points

Pupils with medical conditions should be properly supported at school so that they have full access to education, including school trips and physical education.

The Trustees and the leadership team must ensure that arrangements are in place in schools to support pupils with medical conditions, including training for staff as needed and resources.

Trustees should ensure that school leaders consult with health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

As part of this policy the Trust will ensure:

- Parents/carers feel confident that their child's school will provide effective support for their child's medical condition.
- Pupils feel safe and supported. This may involve including them when developing the plan.
- Staff link in with relevant local health service, for example the school nurse or family GP, where required and with parental consent.
- Staff liaise with and fully consider advice from healthcare professionals.
- Staff listen to and value the views of parents/carers and pupils.
- There is support in place for a child's emotional well-being, which may be affected by their medical condition or attendance, including short term or frequent absence.
- That reintegration back into school is properly supported, to enable full engagement with learning and prevent the child from not falling behind when they are unable to attend. Compliance with the duties of the Equality Act 2010
- Children with medical needs where possible, will access and enjoy the range of opportunities at school; this may include flexible timetables/reasonable adaptions/alternative provision or other support that is different or additional, on an individual basis as necessary
- Each child is treated as an individual, although children may have similar conditions they will not necessarily be managed the same way. Children with a medical condition should not be denied access, and reasonable measures are put in place to support the child at school. However, this needs to be

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considered within safeguarding duties to ensure that a pupil's health is not put at risk from, for example, infectious diseases.

- That medical conditions are supported with transition into school
- Staff have awareness of relevant medical conditions and School Nurses organise suitable training for relevant staff members, where necessary.
- Risk assessments are undertaken by teachers as required.
- The school should be able to agree with parents/carers of children on how it will manage the child's condition during the school day.
- That policies, plans, procedures and systems are properly and effectively implemented.
- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Records will be kept of medicines administered.
- It works with other professionals including the Educational Inclusion Officer, Educational Psychologist and School Nurse to meet the needs of the individual pupil.
- Safeguarding needs are considered as with all pupils.
- Policy implementation;
- The CEO, Head of Schools, teachers, SENDCos, School Nurses and other members of the leadership team will ensure the policy is adhered to.
- the school meets special needs, including dietary requirements
- the school will help children with medical conditions to participate in physical activity and school trips if appropriate.

Individual Health Care Plans

Individual Health Care Plans are created and implemented for individual children with specific medical needs. Key staff have access to these via Edukey. The plans are reviewed annually by the School Nurse (unless needs dictate otherwise).

School Nurses devise Health Care Plans for individual children, with medical professionals or medical advice alongside the parents/carers, SENDCo and relevant staff. Some plans are devised for schools by external medical professionals, for example an anaphylaxis allergy plan.

Not all children with medical needs will require a Health Care Plan. The school, healthcare professional and parent should agree, when a Health Care Plan would be inappropriate or disproportionate. If consensus cannot be reached the CEO is best placed to take a final view.

Where a child has a Special Educational Need (SEN) but does not have an Educational Health Care Plan, their IHCP should be read in conjunction with their SEND Support Plan, both located on Edukey.

Once School Nurses have been informed of a child's medical need, they will endeavour to ensure an IHCP is created and implemented promptly, typically within 2 weeks.

The IHCP will address the medical condition, interventions needed, adjustments to school life and the ability to learn, as well as promote their confidence and promote self-care where possible.

An IHCP should detail what an emergency is, for that individual child, what to do in an emergency and who to contact in an emergency.

Things to consider

When a formal diagnosis has not been confirmed by a Medical Professional (eg Consultant/GP etc), a judgement by the Lead School Nurse will need to be made about how to support the pupil. The School Nurses

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will need to see medical evidence or seek advice (when a formal diagnosis has not been obtained) and consult with parents in how to best support the pupil.

Statutory guidance states that it is not generally acceptable practice to require parents/carers to attend school to administer medication or provide medical support to their child, including with toileting issues, however there may be exceptions to this.

Those children not attending school due to medical needs

TCAT School Nurse, Deputy Head and/or SENDCo of TCAT trust will offer an initial meeting to the family and any health care professionals involved with the child. This would be to establish and discuss the needs.

If child is able, they can join online Teams' teaching sessions virtually, where available, teacher can provide work where needed, alongside maintaining mentor meetings and social sessions with friends if appropriate. TCAT School Nurse, Deputy Head and/or SENDCo of TCAT trust will also liaise with hospital school as needed, if the child is an inpatient and input from Hospital School/TCAT can be agreed, alongside consultation with Senior Leadership Team (SLT). An IHCP can be created to document the agreed decision. When the child is able and well enough to return to school a reduced timetable or phased return may need to be considered, this is to be agreed with SLT.

Supporting Children at School with Medical Needs (August 2017)

Special Educational Needs and Disabilities (SEND) Code of Practice, explains the duties of local authorities, health bodies, schools and colleges to provide for those with special educational needs under part 3 of the Children and Families Act 2014. For pupils who have medical conditions that require EHC plans, compliance with the SEND code of practice will ensure compliance with this guidance with respect to those children. Refer to SEND TCAT policy.

Emergencies

- Medical emergencies will be dealt with under the Trust's emergency procedures
- Where an individual Healthcare plan (IHCP) is in place, follow the emergency plan
- Pupils will be informed in general terms of what to do in an emergency, such as telling a teacher
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

Policy Statement

The Trust aims to support and welcome students with medical conditions.

The Trust will support children to (as per the national Every Child Matters Policy):

- Reach optimal health
- Enjoy and achieve
- Achieve economic well-being
- Stay safe
- Make a positive contribution

Administration of Medication

The staff of Cornerstone Academy Trust seek to ensure that children with medical needs receive proper care and support. A member of staff will administer medication or supervise a child taking their agreed medication, if needed during the school day (and on residential where applicable).

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Each item of medication must be in its original dispensed container and handed directly to the Classteacher or Receptionist and relevant forms completed. Medication will be stored in a fridge, if necessary.

In the event of minor ailments that require **over-the-counter** rather than prescribed medication, this can be administered by staff if the correct signed forms are completed, and the protocol below is followed. Medication will not be accepted without written and signed instructions from a parent/carer. Over-the counter medications can be administered, at the school's discretion, over a period of time (typically 3 days, after which, medical advice might be requested) if packaging clearly displays child dosage and instructions.

The 'Administration of Medicines' form must be completed by the parent and include what the child has received in the past 24 hours for both prescribed and over-the-counter medications.

Emergency medication, eg Auto-Injectors and Ventolin Inhalers & Spacers, need to be given directly to class teachers and these will be stored in close proximity to the child. Parents/Carers will be asked to complete relevant School Asthma Cards and/or ensure that the school receives a copy of the NHS Auto-Injector Allergy Plan. If the Allergy Plan has not been provided, the Trust will ask the parent for Consent to contact the NHS to request a copy.

Controlled Drugs will be stored safely (not accessible to children). Only allocated staff will have access.

All other medication will be stored as detailed in Appendix 1.

Parents/carers should supply the required amount of medication as needed.

The Trust will not accept items of medication which are in unlabelled containers, or not in their original container.

Each prescribed item of medication must be clearly labelled with the following information:

- Child's name
- Name of medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if any)
- Expiry date (if available)

Where it is appropriate to do so, children will be encouraged to administer their own medication, if necessary, under staff supervision. Please note in the event of a controlled drug such as Methylphenidate (Ritalin), children will not be allowed to carry these for the safety of others. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of a child's need for medication. It is also the parents' responsibility to check that medication is within date.

Staff who agree to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the School Nurse.

The Trust will make every effort to continue the administration of medication to a child if taking part in off-site activities, such as residential trips. The child's IHCP will be amended if necessary to detail the agreed medical need and the additional arrangements to be implemented on an educational visit, which may include an overnight stay.

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Medication will only be administered by a member of staff that is happy and competent to do so. The Trust will not force any member of staff to give medication to a child if they are not comfortable in doing so. Staff will complete basic checks prior to the administration of medication (eg check name and dosage located on the medication). Children are encouraged to administer their own medication where appropriate.

Medication will only be administered if there is a completed consent form in place with dosage requirements and history of the medication given to the child in the last 24 hours.

Once staff have given medication they will record the administered dose, state the time it was given and will sign to state that it has been administered. This includes assisting the child with taking their asthma inhalers. All medication given needs to be documented.

If there is a concern that a child is needing medication more frequently than usual, staff will liaise with parents and the school nurse will be informed.

First Aid Policy

Introduction

This Policy is designed to promote the health, safety and welfare of pupils, staff and visitors to this school through the provision of first aid equipment and trained personnel in accordance with the requirements of The Health and Safety (First Aid) Regulations 1981.

Aims of the policy

First aid saves lives and ensures that minor injuries and illnesses do not escalate into major ones. The aims of this policy is to ensure that:

- Facilities manager is appointed to take charge of first aid arrangements.
- staff nominated as 'first-aiders' receive up-to-date training on courses approved by the Health and Safety Executive (HSE);
- suitably stocked and marked first aid containers are available at all appropriate locations throughout the school;
- all members of staff are fully informed with regard to the first aid arrangements;
- all staff are aware of hygiene and infection control procedures;
- written records are maintained of any accidents, reportable injuries, diseases or dangerous occurrences;
- first aid arrangements are regularly reviewed.

Procedure

First aid will be always available while people are on the school premises and also off the premises while on school visits.

The Trust's First Aid Policy will be made available on the TCAT website.

Risk assessment

On behalf of the Trustee Board, an appointed person will conduct an annual risk assessment of all school buildings and facilities, paying particular attention to:

- practical activities;
- the use of machinery;
- storage of hazardous substances;
- the use of equipment for sports and physical education.

From this assessment a judgement will be made as to how many trained first-aiders are required to provide an effective and safe response to accidents and injuries. A judgement will also be made as to how many fixed and portable first aid containers should be available and where they are to be located.

Specific consideration will be given to staff or pupils who have special health needs or disabilities.

In determining the level of provision, the appointed person undertaking the risk assessment will need to consider:

- the provision during lunch times and breaks;
- the adequacy of the provision to account for staff absences;
- the provision of first aid for off-site activities and school trips;

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- the provision for practical lessons and activities, e.g. science, technology, home economics and physical education.

Qualifications and training

All school first-aiders will hold a valid certificate of competence valid for three years issued by an organisation whose training and qualifications are approved by the HSE.

Refresher training and retesting of competence will be arranged before certificates expire.

The school will organise refresher training to maintain first-aiders' basic skills and keep them up to date with changes as a top-up to the 3 year certificate, as deemed appropriate.

The Trust has a team of appointed persons to undertake the following:

- log the first-aiders and monitor their training needs;
- look after the first aid equipment, restock first aid containers when required and replace out-of-date materials;
- ensure that an ambulance or other professional medical help is summoned when appropriate;
- undertake regular risk assessments and liaise with the Trustee Board and Headteacher as appropriate;
- ensure that all accidents and injuries are appropriately recorded;
- ensure that all members of full-time and temporary staff are familiar with the school's first aid provision.

First aid materials, equipment and facilities

First aid containers will be:

- marked with a white cross on a green background;
- located near hand-washing facilities;
- stocked in accordance with HSE recommendations.

All school minibuses will have a first aid container on board. Portable first aid containers will be available for all school trips and for sporting and other activities that take place over 200 metres from school buildings.

Each school has a named medical space. Whilst these rooms are used for other purposes, the provision of first aid and medical usage will take priority.

Where the school has wall mounted class first aid cabinets, inhalers will be stored there, otherwise stored in a suitable safe place in the classroom alongside Auto-injectors. See Appendix 1 for the location of First Aid kits.

Information and notices

First aid notices giving the location of first aid containers and the names of members of staff who are certificated first-aiders are displayed in:

- the reception areas of each school
- main corridors;
- all locations where sports, physical activities or practical lessons involving machinery or similar equipment, take place.

The Academy will make every effort to ensure that first aid notices are clear and easily understood by all.

Information on the school's first aid provision will be included in the staff handbook.

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Information on the school's first aid provision will be provided in the induction pack given to new and temporary staff.

Hygiene and infection control

All staff will:

- follow basic hygiene procedures;
- how to take precautions to avoid infections

All staff will have access to single use disposable gloves and hand washing facilities in a number of accessible locations. Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment. Instructions on the disposal of all used dressings or equipment will be included in the first aid containers.

Recording accidents and injuries

Significant incidents will be recorded on OSHENS application and such records will be kept for a minimum of three years.

The record of first aid treatment given by first-aiders and other appointed persons will include:

- the date, time and place of the incident;
- the name and class of the injured or ill person;
- details of the injury or illness and what first aid was given;
- what happened to the pupil or member of staff immediately afterwards (e.g. went home, resumed normal duties, went back to class or went to hospital);
- the name and signature of the first- aider or person dealing with the incident.

Serious or significant incidents will be reported to parents by direct contact with the parent or carer.

In an emergency involving outside medical professionals or services the Heads of Schools or the appointed person or the most senior member of staff on site, will follow the school's established procedures for contacting a parent or carer.

Reporting accidents to the HSE

The following types of accidents will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR):

- accidents resulting in death or major injury (including those that result from physical violence);
- accidents that prevent the injured person from doing their normal employed work for more than three days.

Review of first aid provision

The Trustee Board, the CEO and the Lead School Nurse will review the first aid policy and provision at least once every two years.

Adrenaline Auto-Injector Policy

Guidance on the use of Spare Adrenaline Auto-Injector (AAI).

The use of a Spare Adrenaline Auto-injectors (AAI) in schools is recommended by the Anaphylaxis Campaign and safer schools project. TCAT has 2 spare pens within each of its schools for those children who have been prescribed an AAI. The use of the spare AAI is only for a child who already has a prescribed pen and the paediatrician and parents have agreed/signed to say it can be administered or a child who has a Medical Allergy Plan confirming the child is at risk of anaphylaxis but have not been prescribed an AAI. The use is for when the child's AAI is unavailable or not working.

Children to whom a spare AAI can be administered

The spare AAI in the Emergency Kit should only be used on a pupil where both medical authorisation and written parental consent have been provided for the spare AAI to be used on them. This includes children at risk of anaphylaxis who have been provided with a medical plan confirming this, but who have not been prescribed AAI. In such cases, specific consent for use of the spare AAI from both a healthcare professional and parent/guardian must be obtained. Such a plan is available from the British Society for Allergy and Clinical Immunology (BSACI) <http://www.bsaci.org/about/pag-allergy-action-plans-for-children>.

The school's spare AAI can be used instead of a pupil's own prescribed AAI(s), if the child's own cannot be administered correctly, without delay. This information should be recorded in a pupil's individual healthcare plan. Where a pupil has no other healthcare needs other than a risk of anaphylaxis, schools may wish to consider using the BSACI Allergy Action Plan.

All children with a diagnosis of an allergy and at risk of anaphylaxis should have a written Allergy Management Plan. Parents need to notify school staff of pupils that have additional health needs, and this information will enable TCAT to compile an allergy register on the medical database: This information should include

- Known allergens and risk factors for anaphylaxis.
- Whether a pupil has been prescribed AAI(s) (and if so what type and dose)
- Where a pupil has been prescribed an AAI whether parental consent has been given for use of the spare AAI which may be different to the personal AAI prescribed for the pupil.

The medical database is crucial, as in larger schools it may not be feasible for individual members of staff to be aware of which pupils have been prescribed AAIs. Consequently, schools should ensure that the register is easy to access and easy to read. Schools will also need to ensure they have a proportionate and flexible approach to checking the register. Informing and reminding staff on inset days and regularly throughout the year when changes to the medical database occur.

Children to whom a spare AAI can be administered:

Consent for use of the spare AAI is obtained as part of the introduction or development of the hospital individual care plan for a child with a prescribed AAI.

Should a child experience a first time anaphylactic reaction (and not have a prescribe AAI) the Trust may use its discretion to administer the spare AAI on instruction from the 999 team.

The Trust purchases the AAIs from a local pharmacy. TCAT tries to source the AAI brand reflective of those currently prescribed to the majority of its pupils.

The Resuscitation Council (UK) recommends that healthcare professionals treat anaphylaxis using the age based criteria, as follows:

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- For children age under 6 years: a dose of 150 microgram (0.15 milligram) of adrenaline is used (e.g. using an Epipen Junior (0.15mg), Emerade 150 or Jext 150 microgram device).
- For children age 6-12 years: a dose of 300 microgram (0.3 milligram) of adrenaline is used (e.g. using an Epipen (0.3mg), Emerade 300 or Jext 300 microgram device).

TCAT will ensure that all AAI devices and any spare AAI in the Emergency kit – are kept in a safe and suitably central location: for example, the school office to which all staff have access at all times, but in which the AAI is out of the reach and sight of children. They must not be locked away in a cupboard or an office where access is restricted. Schools should ensure that AAIs are accessible and available for use at all times with quick access. Any spare AAI devices held in the Emergency Kit should be kept separate from any pupil's own prescribed AAI which might be stored nearby; the spare AAI should be clearly labelled to avoid confusion with that prescribed to a named pupil.

Storage and care of the AAI

A school's allergy/anaphylaxis policy should include staff responsibilities for maintaining the spare anaphylaxis kit. It is recommended that at least two named staff have responsibility for this the 2 named staff are the Lead School Nurse and the School Nurse. They have responsibility for ensuring that:

- on a half termly basis the AAIs are present and in date.
- that replacement AAIs are obtained when expiry dates approach (this can be facilitated by signing up to the AAI expiry alerts through the relevant AAI manufacturer).

The AAI devices should be stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature. TCAT may require parents to take their pupil's own prescribed AAIs home before school holidays (including half-term breaks) to ensure that their own AAIs remain in date and have not expired.

Disposal

Once an AAI has been used it cannot be reused and must be disposed of according to manufacturer's guidelines. Used AAIs can be given to the ambulance paramedics on arrival or can be disposed of in a pre-ordered sharps bin for collection by the local council.

School trips including sporting activities

Schools should conduct a risk-assessment for any pupil at risk of anaphylaxis taking part in a school trip off school premises, in much the same way as they already do so with regards to safe-guarding etc. Pupils at risk of anaphylaxis should have their AAI with them, and there should be staff trained to administer AAI in an emergency.

References

Supporting pupils at school with medical conditions (statutory guidance for governing bodies of maintained schools and proprietors of academies in England)' September 2014. Updated December 2015 and August 2017 Dept. for Education.

Other policies that may also be read in conjunction with this policy:

- Child Protection
- SEND
- Intimate Care
- Complaints procedure
- Emergency procedures

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- First Aid

Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If, for whatever reason, this does not resolve the issue, they may make a formal complaint via the Trust's complaints procedure.

Appendix 1

| Location of: | BCPS | WCPS | YVPS | MCPS | CHPS | CWPS | MPS |
|---|---|---|---|---|---|-------------------------------------|--|
| First aid boxes/kits | Outside every Classroom Reception area | Outside every Classroom Medical room | Outside every Classroom Reception area dining hall Main office | Outside every Classroom Reception Area and Leadership Office | Corridor Reception Area and Staff Room | In Classrooms Staff Room & Foyer | Learning Hub & Each Year Group Reception Area |
| Defib | Outside main school entrance | Outside main school entrance | Reception office | Reception office | Reception office | Reception office | Staffroom |
| Function checks | Maintenance team | Maintenance team | Maintenance team | Maintenance team | Maintenance team | Maintenance team | Maintenance team |
| LifeVacs | | | | Nursery Hall Travel pack – Reception office | | | |
| List of trained paediatric First Aiders | | | | Displayed in the reception area | | | |
| Restocking First Aid | | | | Facilities curriculum manager/lead TA. | | | |
| First Aid room | Medical room | Medical room | Foyer | Outside Leadership offices | Staff Room | Staff Room | Foyer |
| Location of Supplies to treat children | Reception area | Medical room | Reception area | Leadership Office | Staff Room | Reception area | Reception area |
| Location of Spare Auto-injectors | | | | Reception Office | | | |
| Children's named Inhalers | | | | Classroom & with child (adult supervising child) | | | |
| Children's named prescribed Auto-injectors | | | | Quick access: Classroom or Reception area: close proximity to child | | | |
| Controlled drugs, if prescribed | | | | Stored out of reach of children, usually in locked cabinet | | | |

Portable first aid kits are available for off-site activities.



MEDICATION ADMINISTERED IN THE LAST 24 HOURS

| | |
|-----------------------------|--------|
| Name of pupil: | Class: |
| Contact no: | Date: |
| Medical condition of pupil: | |
| Prescribing Doctor/Surgery: | |
| Medicine: | |
| Dose: | |

Please state below the medication that your child has received in the last 24 hours:

| | | |
|-----------|--------------|-------|
| Medicine: | | Dose: |
| Date: | Times given: | |
| Date: | Times given: | |

| | | |
|-----------|--------------|-------|
| Medicine: | | Dose: |
| Date: | Times given: | |
| Date: | Times given: | |

| | | |
|-----------|--------------|-------|
| Medicine: | | Dose: |
| Date: | Times given: | |
| Date: | Times given: | |



MEDICATION TO BE ADMINISTERED IN SCHOOL

| | |
|-----------------------------|------------|
| Name of pupil: | DOB/Class: |
| Medical Condition of pupil | Date: |
| Contact name/ no of parent | |
| Prescribing Doctor/Surgery: | |
| Medicine/Expiry Date; | |
| Dose/Time: | |

I give permission for a member of staff to administer the medicine to my son/daughter.

Signed:..... Date:.....

For staff use only:

| | |
|------------------|------------|
| Medicine: | |
| Dose: | Time: |
| Administered by: | Signature: |
| Date: | Time: |

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|------------------|------------|
| Medicine: | |
| Dose: | Time: |
| Administered by: | Signature: |
| Date: | Time: |

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| | |
|------------------|------------|
| Medicine: | |
| Dose: | Time: |
| Administered by: | Signature: |
| Date: | Time: |

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Medication to be given in school.

Child's name

| | |
|------------------|------------|
| Medicine: | |
| Dose: | Time: |
| Administered by: | Signature: |
| Date: | Time: |

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| Medicine: | |
| Dose: | Time: |
| Administered by: | Signature: |
| Date: | Time: |

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| Administered by: | Signature: |
| Date: | Time: |

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| Medicine: | |
| Dose: | Time: |
| Administered by: | Signature: |
| Date: | Time: |



Administration of medicines for residential trips

Name of pupil: _____ **Class:** _____

Contact no: _____

Medical condition of pupil: _____

Name of prescribing doctor: _____
(if medicine is prescribed)

Medicine: _____

Dose: _____ **Frequency of dose:** _____

I give my permission for the appointed medical administrator (or his/her nominee) to administer the medicine to my son/daughter during the time he/she is on a residential trip.

Signed: _____
(Parent or Person with parental responsibility)

Date: _____

I give my permission for my son/daughter to carry their asthma inhaler with them whilst on residential and to manage its use.

Signed: _____
(Parent or Person with parental responsibility)

Date: _____

I give my permission for my son/daughter to manage the use of his/her own pen injector for diabetes under staff supervision.

Signed: _____
(Parent or Person with parental responsibility)

Date: _____
(See notes of guidance overleaf)

- 1. This form should be completed by the parent or guardian of the pupil and be delivered personally, together with the medicine, to the Headteacher or his/her nominee.**
- 2. The medicine should be in date and clearly labelled with:**
 - (a) its contents;**
 - (b) the owner's name**
 - (c) dosage;**
 - (d) the prescribing Doctor's name (if medicine has been prescribed).**
- 3. The information given overleaf is requested in confidence, to ensure that the Headteacher is fully aware of the medical needs of your child.**