

Hummersknott Academy



69 - Medical Conditions Policy

Review Date: June 2024

Adopted/V1	V2	V3	V4				
Dec 2015	July 2018	June 2021	July 2021				

Hummersknott Academy Trust incorporates Hummersknott Academy and Skerne Park Academy and unless otherwise stated this policy applies to all Academies equally. This policy relates to Hummersknott Academy only.

PURPOSE

Hummersknott Academy is an inclusive community that aims to support and welcome students with medical conditions.

The Academy understands that it has a responsibility to make the Academy welcoming and supportive to students with medical conditions who currently attend and to those who may enrol 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

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

This Academy aims to include all students with medical conditions in all Academy activities.

Parents* of students with medical conditions feel secure in the care their children receive at this Academy.

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

All staff feel confident in knowing 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 this Academy. Staff receive training on the impact this can have on students.

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

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

Hummersknott 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

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

- Students with medical conditions
- Parents

- School nurse
- Principal
- All staff
- SENCO
- College Managers
- Members of staff trained in first aid
- All other Academy staff
- Healthcare professionals
- Academy Governors

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

Students are informed and regularly reminded about the medical conditions policy:

- through the Academy's SEND policy
- in the Academy newsletter at several intervals in the academy year
- in personal, social and health education (PSHE) classes

Parents are informed and regularly reminded about the medical conditions policy:

- by including the policy statement 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 several intervals in the Academy year
- when their child is enrolled as a new student
- via the Academy's website, where it is available all year round

Academy staff are informed and regularly reminded about the medical conditions policy:

- as part of the 'start of academic year documentation pack that staff sign to confirm they have read and before Healthcare Plans are distributed to parents
- at scheduled medical conditions training
- all supply and temporary staff are informed of the policy and their responsibilities.

Staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this Academy

All staff at this Academy are aware of the most common serious medical conditions at Hummersknott.

Staff at this Academy understand their duty of care to students 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.

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

Hummersknott Academy has procedures in place so that a copy of the student's Healthcare Plan is sent to the emergency care setting with the student. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

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 if necessary.

Action to take in a general medical emergency is displayed in prominent locations for staff. These include classrooms, the staff room, food preparation areas and sporting facilities.

If a student needs to be taken to hospital, 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 student knows.

Hummersknott Academy has clear guidance on the administration of medication at Academy

Administration – emergency medication

All students at this Academy with medical conditions have **easy access to their emergency medication**.

All students are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. All students carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

Students who do not carry and administer their own emergency medication 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 student can administer the medication themselves, is done under the supervision of a named member of staff at this Academy.

Hummersknott 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 student taking medication.

There are several members of staff at this 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 students under the age of 16, but only with the written consent of the student's parent.

Training is given to all staff members who agree to administer medication to students, where specific training is needed. The 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 is only administered by an adult of the same gender as the student, and preferably witnessed by a second adult.

Parents at this Academy understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the Academy immediately.

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

All staff attending off-site visits are aware of any students with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

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 always addressed in the risk assessment for off-site activities.

If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the Academy's usual disciplinary procedures.

Hummersknott Academy has clear guidance on the storage of medication

Safe storage – emergency medication

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

Most students at this Academy carry their emergency medication on them at all times, if parents allow this. Students keep their own emergency medication securely.

Students at this Academy are reminded to carry their emergency medication with them.

Students, whose healthcare professionals and parents advise the Academy that their child is not yet able or old enough to self-manage and carry their own emergency medication, know exactly where to access their emergency medication.

Safe storage – non-emergency medication

All non-emergency medication is kept in a secure place. Students with medical conditions 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.

Safe storage – general

There is an identified member of staff who ensures the correct storage of medication at the Academy.

All controlled drugs are kept in a locked cupboard and only named staff have access, even if students normally administer the medication themselves.

The identified member of staff, along with the parents of students with medical conditions, ensures that all emergency and non-emergency medication brought in to Academy is clearly labelled with the student's name, the name and dose of the medication and the frequency of dose. This includes all medication that students carry themselves.

All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the student'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 students at this 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 students.

Medication is sent home with students at the end of the Academy year.

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 this Academy are asked to collect out-of-date medication.

If parents do not pick up out-of-date medication, or 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 is arranged by the Academy via a Service Level Agreement.

This 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

Hummersknott 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 students 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
- following any review of the plan

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

The parents, healthcare professional, Academy staff and the student with a medical condition, meet to discuss the student's care, complete the student'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 students 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 on a student's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

Ongoing communication and review of Healthcare Plans

Parents at Hummersknott 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 this Academy use opportunities such as teacher–parent interviews and home–Academy diaries to check that information held by the Academy on a student's condition is accurate and up to date.

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

Storage and access to Healthcare Plans

Parents and students at Hummersknott Academy are provided with a copy of the student's current agreed Healthcare Plan.

Healthcare Plans are kept in a secure central location at the Academy and an electronic copy uploaded onto the individual child's record.

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

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

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

Hummersknott Academy ensures that all staff protect student confidentiality.

The 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 a academy activity outside the normal academy day. This permission is included on the Healthcare Plan.

This academy seeks permission from the student and parents before sharing any medical information with any other party, such as when a student takes part in a work experience placement.

Use of Healthcare Plans

Healthcare Plans are used by this academy to:

- inform the appropriate staff and supply teachers about the individual needs of a student with a medical condition in their care
- remind students with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- identify common or important individual triggers for students with medical conditions at school that bring on symptoms and can cause emergencies. Hummersknott 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 student's current medical management and healthcare in the event of an emergency
- remind parents of students with medical conditions to ensure that any medication kept at the Academy for their child is within its expiry dates. This includes spare medication.

Consent to Administer Medicines

If a student requires regular prescribed or non-prescribed medication at the Academy, parents are asked to provide consent giving the student or staff permission to administer medication on a regular/daily basis, if required. The same form is sent to parents for students taking short courses of medication. See Appendix 2

All parents of students 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.

If a student requires regular/daily help in administering their medication then the Academy outlines the Academy's agreement to administer this medication on the student's Healthcare Plan. The Academy and parents keep a copy of this agreement.

Parents of students with medical conditions at Hummersknott Academy are all asked at the start of the academy year on the Healthcare Plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

Residential Visits

Parents are sent a residential visit form to be completed and returned to the Academy shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the student's current condition and their overall health. This provides essential and up-to-date information to relevant staff and Academy supervisors to help the student manage their condition while they are away. This 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 student's Healthcare Plan.

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

The residential visit form also details what medication and what dose the student 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 student manage their condition while they are away.

Other Record Keeping

Hummersknott Academy keeps an accurate record of each occasion an individual student is given or supervised taking medication. Details of the supervising staff member, student, dose, date and time are recorded. The student also signs to state they have taken the medication. See Appendix 3. If a student refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

Hummersknott 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.

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

Physical environment

Hummersknott Academy is committed to providing a physical environment that is accessible to students with medical conditions.

Students with medical conditions are included in the consultation process to ensure the physical environment at the Academy is accessible.

Hummersknott 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

Hummersknott Academy ensures the needs of students 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.

Hummersknott Academy ensures the needs of students with medical conditions are adequately considered to ensure they have full access to extended Academy activities such as Academy productions, after school clubs and residential visits.

All staff at Hummersknott are aware of the potential social problems that students 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 Student Discipline policies.

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

Exercise and Physical Activity

Hummersknott Academy understands the importance of all students taking part in sports, games and activities.

The 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 students and understand that students should not be forced to take part in an activity if they feel unwell.

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

Hummersknott Academy ensures all PE teachers, classroom teachers and Academy sports coaches are aware of the potential triggers for students' medical conditions when exercising and how to minimize these triggers.

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

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

Education and Learning

Hummersknott Academy ensures that students with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

If a student 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 at this Academy are aware of the potential for students with medical conditions to have special educational needs (SEN). Students with medical conditions who are finding it difficult to keep up with their

studies are referred to the SENCO. The SENCO consults the student, parents and the student's healthcare professional to ensure the effect of the condition on their school work is properly considered.

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

Students at this Academy learn about what to do in the event of a medical emergency.

Residential Visits

Risk assessments are carried out by Hummersknott Academy prior to any out-of-school visit and medical conditions are considered during this process. Factors considered include: how all students 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.

Hummersknott Academy understands that there may be additional medication, equipment or other factors to consider when planning residential visits. Hummersknott considers additional medication and facilities that are normally available at school.

Risk assessments are carried out before students start any work experience or off-site educational placement. It is Hummersknott's responsibility to ensure that the placement is suitable, including travel to and from the venue for the student. Permission is sought from the student and their parents before any medical information is shared with an employer or other education provider.

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

Hummersknott Academy is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

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.

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

Full health and safety risk assessments are carried out on all out-of-Academy activities before they are approved, including work experience placements and residential visits, taking into account the needs of students with medical conditions.

Hummersknott Academy reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this Academy's policy and procedures are implemented after each review.

This policy links with values 3 - Nothing but the best for all and 7 - Healthy lives of Hummersknott Academy Trust's Vision and Values.

RESPONSIBILITY

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

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

The following roles and responsibilities are used for the medical conditions policy at Hummersknott. 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 students). 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 students with medical conditions
- make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- report to parents, students 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 students with medical conditions

Principal 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 students, 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 students' Healthcare Plans
- ensure student 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
- monitor and review the policy, with input from students, 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 students in their care have a medical condition and be familiar with the content of the student's Healthcare Plan
- allow all students to have immediate access to their emergency medication
- maintain effective communication with parents including informing them if their child has been unwell at school
- ensure students who carry their medication with them have it when they go on a Academy visit or out of the classroom
- be aware of students 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 students (students should not be forced to take part in any activity if they feel unwell)
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure students 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 students who have been unwell catch up on missed school work

- be aware that medical conditions can affect a student's learning and provide extra help when students need it
- liaise with parents, the student'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 student 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.

SENCO has the responsibility to:

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

College Managers have the responsibility to:

- help update the Academy's medical conditions policy
- know which students have a medical condition and which have special educational needs because of their condition
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.

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

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

Students at the Academy have a responsibility to:

- treat other students 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 student is feeling unwell
- let any student take their medication when they need it, and ensure a member of staff is called
- treat all medication with respect
- know how to gain access to their medication in an emergency
- if mature and old enough, know how to take their own medication and to take it when they need it
- ensure a member of staff is called in an emergency situation.

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 field trips and other out-of-Academy activities
- 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' implies 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 Executive Principal and key stakeholders detailed at the start of the policy, and approved for adoption by Local Governing Body Community Committee.

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

The views of students with various medical conditions are actively sought and considered central to the review process.

PUBLICISING THE POLICY

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

POLICY STATUS

This is a non-statutory policy.

Individual Healthcare Plan

PHOTOGRAPH

Name of school/setting

HUMMERSKNOTT ACADEMY

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

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

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

Daily care requirements

Specific support for the 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

HUMMERSKNOTT ACADEMY



Our Ref: HKT/zcw

Edinburgh Drive, Darlington
Co Durham, DL3 8AR

Tel: 01 325 241 191
Fax: 01 325 241 122

email: enquiries@hummersknott.org.uk
web: www.hummersknott.org.uk

Dear Parent/Guardian/Carer

Executive Principal: Mr J M Keating B Ed Hons NPQH

If your child is required to take any medication i.e. tablets or bottles of medicine could you please fill in the tear off slip below and give it to your child to bring in with their medicine. This must be in the original container as dispensed by the pharmacy and must be clearly labelled with your child's name. The school will not give your child medicine unless you complete and sign this form.

The school has a policy that staff can administer medicine, however, staff will only administer medication from the second dose onwards. Your child must have taken his/her first dose prior to attending school (in case of reaction to medication).

Yours sincerely

J Keating
Principal

Parental Agreement for School to Administer Medication

Students Name: DoB: Form

I enclose the following medication (Name and Strength):

.....

Expiry Date: Dose to be given and when:

Start Date: For how long:

Special Precautions/Side Effects (if any):

Which I require my son/daughter to take for the following condition:

.....

Daytime Contact No. for Parent/Adult Contact:.....

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 medication is stopped.

Signature: Parent/Guardian Date:

Multi-Agency Joint Working LA, Hummersknott Academy		STUDENT
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?								
Physical assault on other children	High	High	High		Med	Med	Med	
Physical Assault on members of staff	High	High	High		Med	Med	Med	
Harm to himself	High	High	High		Med	Med	Med	

Existing Control Measures:

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