



Supporting Pupils with Medical Conditions & Medication in School Procedures

Safeguarding Statement

West Heath Primary will continuously strive to ensure that everyone in our school is treated with respect and dignity. Each person in our school will be given fair and equal opportunity to develop their full potential with positive regard to gender, ethnicity, cultural and religious background, sexuality or disability. West Heath Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment.

Approved by: FGB

Date: September 2024

Next review due by: September 2025

This policy is to be implemented by the Leadership Team and Governors of West Heath Primary School. The medical conditions policy is understood and followed by the whole school community.

1. Aims

West Heath Primary School is an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all pupils with all medical conditions the same opportunities as others at school and achieve this by ensuring that:

- ✓All staff understand their duty of care to children.
- ✓All staff feel confident in knowing what to do in an emergency.
- ✓The school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- ✓The school understands the importance of medication being taken as prescribed.
- ✓All staff understand the common medical conditions that affect children at this school.
- ✓This school allows adequate time for staff to receive training on the impact medical conditions can have on pupils.
- ✓Staff receive additional training about any children they may be working with who have complex health needs supported by an Individual Health Plan.

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

This school aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can be healthy, stay safe, enjoy and achieve make a positive contribution and achieve economic well-being.

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

When a child starts, our school parents/carers are asked to complete an enrolment form stating if their child has any medical conditions (**Appendix 1**).

Supply and temporary staff are informed of the policy and their responsibilities including who is the designated person, any medical needs or Individual Health Plans related to the children in their care and how to respond in emergencies

Staff are made aware of any Individual Health Plans (**Alert Cards Appendix 2**) as they relate to their class group.

Every classroom has a red medical folder, which identifies the children in that class with medical needs.

Staff also have access to school' school medical need by accessing the whole school medical files on the staff shared (J) drive their computer.

Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this school

Relevant staff at this school are aware of the most common serious medical conditions at this school.

Staff at this school understand their duty of care to pupils both during, and at either side of the school day in the event of an emergency. In an emergency school, staff are required under common law duty of care to act like any reasonably prudent parent/carer. This may include administering medication.

Staff receive updates annually for asthma, Anaphylaxis, Diabetes and Epilepsy and know how to act in an emergency. Additional training is prioritised for key staff members who work with children who have specific medical conditions supported by an Individual Health Plan.

This school uses Individual Health Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help.

If a pupil needs to be taken to hospital and a parent cannot be contacted, a member of staff will always accompany them and will stay with them until a parent arrives. This school will try to ensure that the staff member will be one the pupil knows. A member of the Senior Leadership Team will allocate a member of staff who will accompany a child to the hospital.

2. Administering Medication

At West Heath Primary **Prescription medicines** will only be accepted when this is essential and staff should only accept medicines that have been prescribed by a doctor, dentist, nurse or pharmacist.

We will only administer prescribed medication, such as antibiotics that need to be administered four or more times a day. A medication administer form **MUST** be completed by a parent/carer prior to the child being given medication. All medication will be stored in the main office and will be administered by the office staff. This will be overseen by the Medical Officer, who will check that it is necessary for medication to be administered during school hours, for example because the pupil will otherwise miss school and lose teaching time.

Ensuring that all medication is provided in its original container with a label, from the pharmacist if the medication is prescribed or the parent if it is over the counter, showing the:

- Child's name, date of birth;
- Name and strength of medication;
- Dose;
- Any additional requirements, e.g. to take the medication with food etc.;
- Expiry date; and
- Dispensing date.

3. Pain relief / Over the counter medication

If a child requires pain relief consistently throughout the day, the medical officer will question whether they should be in school. Pain relief and or over the counter medicines will be administered in school if the need arises this will be assessed on a case by case basis and only if the medicine has been provided by the parent.

All medication that is administered will be recorded in the medical log and filed in to the child's school folder.

Over the counter medication will only be administered in school if the medication is new and the seal hasn't been broken any used medication will not be administered.

See Appendix 2 for medication form

4. Creams and Lotions

Creams and lotions will not be administered in school; however, supervise children administering their own creams for skin conditions such as eczema if prescribed by the GP. Staff must not rub cream onto the child's body, this will be the responsibility of the child.

5. Sun Lotions

We recognize that dangers from the sun can happen on cloudy days too. The UV rays from the sun can be harmful, particularly to young children's skin and eyes. The heat from the sun can also cause dehydration and sun stroke.

Children should wear suitable clothes, covering up most of the skin, particularly shoulders and neck.

Children should wear hats which cover the head (and neck if possible). Sun hats can be brought into school for children to wear during playtimes and during outside PE sessions.

Parents are encouraged to apply high protection sun cream, preferably no lower than SPF 30 before school. Children will be allowed to bring in their own sun cream with the bottle clearly marked indicating the child's name and class. Sun cream **will not** be administered by staff; children have to put the cream on themselves but will be supervised doing so by a member of staff.

Due to allergies, children cannot share sun cream with other children.

Children are encouraged to drink plenty of fluids, which is always available in the school. Children may bring in as many water bottles as needed, to drink throughout the day.

Children are encouraged to seek shady places to sit with their friends, if the sun is very bright and hot.

Sunglasses that protect children from harmful UV rays can be worn at playtimes and during outings. They are the children's responsibility.

6. Medical Storage

- This school has an identified member of staff/designated person who ensures the correct storage of medication at school.
- Medication will be stored in the main office fridge.
- All controlled drugs are kept in a locked cupboard and only named staff have access.
- Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature.

Each class has a medical box within this box you will find the following;

Asthma inhalers

EPI Pens (**Anaphylaxis**)

Antihistamines

Class medical folder

This medical box should be taken to PE lessons and trips / visits with the class, ensuring medication can be administered immediately.

- All school staff in this school 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 assisting in administering medication or calling an ambulance.

- Parents/carers at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately. Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.
- If a pupil at this school refuses their medication, staff will record this and inform the Parents/carers of this non-compliance as soon as possible.
- If a pupil misuses medication, their parents/carers will be informed as soon as possible. The school will seek medical advice if needed.

7. The school supports staff who administer medication

- The school ensures that there are members of staff trained to administer routine and emergency medication and undertake procedures to meet the care needs of an individual child (see section 11).
- All staff are aware of the specific members of staff trained to administer medication or medical procedures in an emergency.
- Staff who may be regularly expected to administer medication and undertake medical procedures should have this responsibility recognised in their job description. Staff are encouraged to volunteer for this role as part of their duty of care.
- The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.

8. Off-site trips / visits

- All staff attending off-site visits are aware of any pupils on the visit who have medical conditions. They will 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 school will make alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

9. Safe disposal

- Parents/carers at this school are asked to collect out-of-date medication.
- If parents/carers do not collect up out-of-date medication, or at the end of the school 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.
- Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis. Collection and disposal of sharps boxes is arranged with the local authority's environmental services.
- 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 to a local pharmacy, to school or to the pupil's parent.

10. Individual Health Plans (Alert Cards)

This school uses an Individual Health Plan for children with complex health needs to record important details about the individual child's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Health Plan if required:

- An Individual Health Plan, accompanied by an explanation of why and how it is used, is sent to all parents/carers of pupils with a complex health need. This is sent at the start of the school year; at enrolment; when a diagnosis is first communicated to the school; transition discussions; new diagnosis
- The school will contact the parent/carer if health information has not been returned. If an Individual Health Plan has not been completed, the school nurse will contact the parents and may consider safeguarding children procedures if necessary.
- The finalised plan will be given to parents/carers, school and school nurse.

11. Storage and access to Individual Health Plans

- Parents/carers are provided with a copy of the pupil's current agreed Individual Health Plan.
- Individual Health Plans are kept in their class medical file. The school must ensure that where multiple copies are in use, there is a robust process for ensuring that they are updated, and hold the same information.
- When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of the Individual Health Plans and needs of the pupils in their care.
- This school ensures that all staff protect pupil's confidentiality and that the school complies with GDPR rules.
- The information in the Individual Health Plan will remain confidential unless needed in an emergency

12. Supporting children with medical toileting needs

- Children with disabilities might require assistance with invasive or non-invasive medical procedures such as the administration of rectal medication, managing catheters or colostomy bags. These procedures will be discussed with parents/carers, documented in the child's personal care plan and will only be carried out by staff who have been trained to do so.
- Any members of staff who administer first aid should be appropriately trained. If an examination of a child is required in an emergency aid situation, it is advisable to have another adult present, with due regard to the child's privacy and dignity.
- For children who need regular care, parents will be asked to sign a personal care plan (**Appendix 2**) outlining who will be responsible for supporting the child, within the setting and when and where this will be carried out. This agreement allows the school and the parent to be aware of all the issues surrounding this task from the outset.
- A note book system will be in place to record instances of changing, washing for hygiene reasons etc. This information will also be recorded on eportal.
 - ✓ Parents will provide wipes and nappy sacks.
 - ✓ If nappies are required, nappies/ pull-ups are to be provided by the parents.

13. Residential visits

- Parents/carers are sent a residential visit form to be completed and returned to school before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff to help the pupil 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 where medication is required. These are accompanied by a copy of the pupil's individual health plan.
- All parents/carers of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to supervise administration of medication at night or in the morning if required.
- The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away. A copy of the Individual Health Plan and equipment/medication must be taken on offsite activities.

14. Record of Awareness Raising Updates and Training

- This school ensures training updates take place for common medical conditions every two years. A record of the content and attendance of the medical condition training is kept by the school and reviewed every 12 months to ensure new members of staff receive updates. The School Nursing Service will provide updates if the school request this.
- All school staff who volunteer to administer emergency medication are provided with training, if needed, by a specialist nurse, doctor or school nurse. The school keeps a register of staff who have had the relevant training; it is the school's responsibility to arrange this.
- This school risk assesses the number of first aiders it needs and ensures that the first aiders are suitably trained to carry out their responsibilities.
- This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

15. Physical environment

- This school aims to meet the needs of pupils with medical conditions and to ensure that the physical environment at this school is as accessible as possible.
- This school's commitment to an accessible physical environment includes out-of-school; it also recognises that this may sometimes mean changing activities or locations.

16. Social interactions

- This school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- This school ensures the needs of pupils with medical conditions are adequately considered to ensure they have access to extended school activities such as school breakfast club, school productions, after school clubs and residential visits.
- All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.
- Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

17. Exercise and physical activity

- This school understands the importance of all pupils taking part in sports, games and activities.
- This school seeks to ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- This school seeks to ensure that all classroom teachers, PE teachers and sports coaches understand that if a pupil reports they are feeling unwell, the teacher should seek guidance before considering whether they should take part in an activity.

- Teachers and sports coaches are aware of pupils in their care who have been advised, by a healthcare professional, to avoid or to take special precautions with particular activities.
- This school ensures all Classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.
- This school seeks to ensure that all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- This school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

18. Education and learning

- This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator.
- This school ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.
- Pupils at this school learn how to respond to common medical conditions.

19. Risk Assessments

- Risk assessments are carried out by this school prior to any out-of-school visit or off site provision and medical conditions are considered during this process. This school considers: how all pupils will be able to access the activities proposed; how routine and emergency medication will be stored and administered, where help can be obtained in an emergency, and any other relevant matters.
- This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off site activities. This school considers additional medication and facilities that are normally available at school.
- This school carries out risk assessments before pupils start any off-site educational placement. It is this school's responsibility to ensure that the

placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents/carers before any medical information is shared with an employer or other education provider.

20. Each member of the school and health community knows their roles and responsibilities in maintaining an effective policy

Governors have a responsibility to:

- ✓ ensure the health and safety of their staff and visitors taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- ✓ ensure the schools health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed annually.
- ✓ make sure the medical conditions policy is effectively implemented, monitored and evaluated and regularly updated
- ✓ ensure that the school has robust systems for dealing with medical emergencies and critical incidents, at any time when pupils are on site or on out of school activities.

The Head teacher has a responsibility to:

- ✓ ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- ✓ ensure the policy is put into action, with good communication of the policy to all staff, parents/carers and governors
- ✓ ensure every aspect of the policy is maintained
- ✓ ensure that if the oversight of the policy is delegated to another senior member of staff ensure that the reporting process forms part of their regular supervision/reporting meetings
- ✓ monitor and review the policy at regular intervals, with input from governors, parents/carers, staff and external stakeholders
- ✓ report back to governors about implementation of the health and safety and medical conditions policy.

✓ensure through consultation with the governors that the policy is adopted and put into action.

All West Heath school 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
- ✓call an ambulance in an emergency
- ✓understand the school's medical conditions policy
- ✓know which pupils in their care have a complex health need and be familiar with the content of the pupil's Individual Health Plan
- ✓know the schools registered first aiders and where assistance can be sought in the event of a medical emergency
- ✓know who the members of the schools Senior Leadership Team are in case there is a need to seek assistance in the event of an emergency.
- ✓maintain effective communication with parents/carers including informing them if their child has been unwell at school
- ✓ensure pupils who need medication have it when they go on a school visit or out of the classroom
- ✓be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- ✓understand the common medical conditions and the impact these can have on pupils.
- ✓ensure that all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ✓ensure that pupils have the appropriate medication or food during any exercise and are allowed to take it when needed.
- ✓follow universal hygiene procedures if handling body fluids
- ✓ensure that pupils who present as unwell should be questioned about the nature of their illness, in order to find out: if anything in their medical history has contributed to their current feeling of being unwell. If they have felt unwell at any other point in the day. If they have an Individual Health Plan and if they have any medication. The member of staff must remember that while they can involve the pupil in discussions regarding their condition, they are in loco parentis and as such must be assured or seek further advice from a registered first aider if they are in doubt as to the child's health.

Teaching staff *have an additional responsibility to also:*

- ✓ensure pupils who have been unwell have the opportunity to catch up on missed school work
- ✓be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, in liaison with the SENCo.
- ✓liaise with parents/carers, special educational needs coordinator if a child is falling behind with their work because of their condition
- ✓use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

School nurse *has a responsibility to:*

- ✓help provide regular updates for school staff in managing the most common medical conditions at the school's request
- ✓provide information about where the school can access other specialist training
- ✓update the Individual Health Plans in liaison with appropriate school staff and parents/carers

First aiders *have an additional responsibility to:*

- ✓give immediate, appropriate help to casualties with injuries or illnesses
- ✓when necessary, ensure that an ambulance is called.
- ✓ensure they are trained in their role as first aider
- ✓ensure that they are trained in paediatric first aid where applicable.

Pupils *have a responsibility to:*

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

Parents/carers have a responsibility to:

- ✓ tell the school if their child has a medical condition or complex health need
- ✓ ensure the school has a complete and up-to-date Individual Health Plan if their child has a complex health need
- ✓ inform the school about the medication their child requires during school hours
- ✓ inform the school/provider of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- ✓ tell the school about any changes to their child's medication, what they take, when, and how much
- ✓ inform the school of any changes to their child's condition
- ✓ ensure their child's medication and medical devices are labelled with their child's full name
- ✓ ensure that the school has full emergency contact details for them
- ✓ 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 school work they have missed
- ✓ ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

21. Monitoring arrangements

This policy will be reviewed by the Senior Leadership team and the Governing Body every 12 months. At every review, the policy will be approved by the Governing Body.

Appendix 1: Pupil health questionnaire

West Heath Primary School – Health Questionnaire

Dear Parent/Carer,

To enable us to have correct information on our records, we would be grateful if you could supply us with the following information.

Name of child
Class.....

Pupil's Medical Details

Name of Doctor:
.....

Address of surgery:
.....

Do they have any of the following? (if yes please give details)

Asthma Yes/No

Hayfever Yes/No

Epilepsy Yes/No

Diabetes Yes/No

Visual difficulty Yes/No

Hearing difficulty Yes/No

Speech difficulty Yes/No

Physical difficulty Yes/No

Wears glasses Yes/No

Is there any other medical problem that you feel we should know about?

.....
.....

Does your child take any medication? (please list)

.....
.....

Does your child need an inhaler? If so, how many puffs and when?

.....
.....

Dietary requirements:

Please state any dietary conditions or requirements for either medical or religious reasons.

Signed **Date**
.....

Appendix 2: Personal care plan

Personal Care Plan

Pupils Name		DOB	Date of Plan	Plan Number
Reason for Plan	Aim of Plan		Proposed review date	
Detail of assistance required				
What?	How? (Liaise with parents)	When? (How often)		
Allocated member of staff				
Support needed				
Facilities and Equipment				
Where?				
Adaptations Needed?				
Physical assistance?				
Health and Safety?				

Signed:(on behalf of the school)

Signed: (parents/carers).

Date:

1 to 1 Care Permission to supervise a child during toileting

I give permission for staff at
West Heath Primary School who are named in their care plan to work alone to
supervise my child In cleaning themselves whilst
going to the toilet.

I understand that I will be called if they are in need of further support.

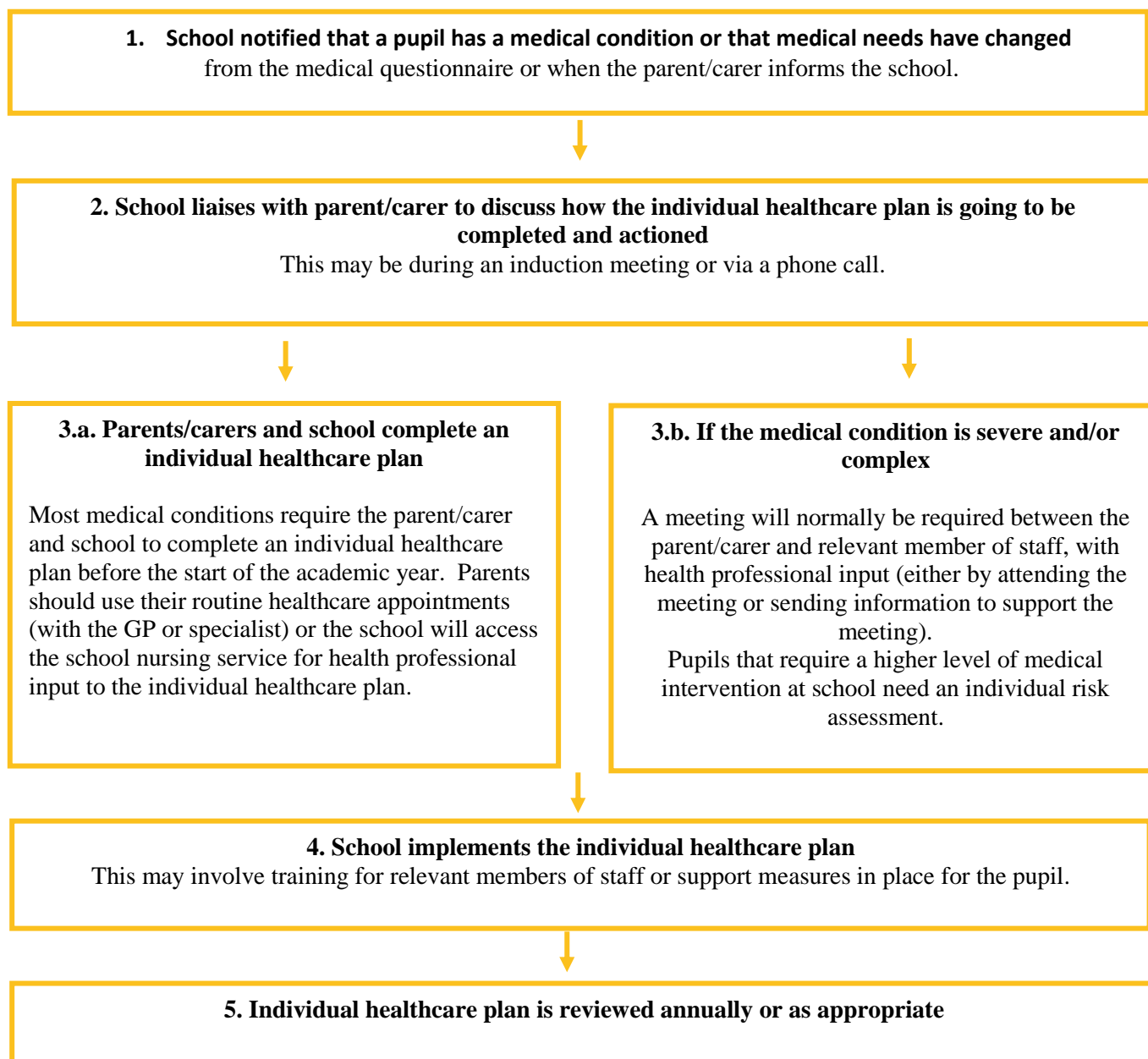
Signed:(parent/carer)

Print:(parent/carer)

Date:

Appendix 3: Pupil with medical condition procedures

Procedures following notification that a pupil has a medical condition



Personal Alert Card

Child's Photo	Name: Class: Date of Birth: School:	
	Condition:	
Emergency Contact Numbers		
Name:	Work:	Mobile:
Name:	Work:	Mobile:
GP:	Number:	
Symptoms:		Treatment of Symptoms:
Special request from parents:		
Parent/Carer signature Print Name:		Date:
Staff signature Print Name:		Date:
Discussed with parent where alert card will be displayed		

If subject to seizures:	
What does the seizure look like?	
Is there any warning signs?	
How long does the seizure usually last?	
Is there a pattern to the seizures?	
How long does the child take to recover?	
Is there a known trigger?	
Managment issues: eg special precautions needed, indications for swimming, when to notify parents.	

Management of Condition:	
Emergency medication prescribed <input type="checkbox"/> Yes, <input type="checkbox"/> No If Yes – what medication & how will this be administered?	
Date plan developed:	Date plan to be reviewed:

Parental/carer consent to administer a prescribed medicine

- All prescribed medicines must be in the original container as dispensed by the pharmacy, with the child's name, the name of the medicine, the dose and the frequency of administration, the expiry date and the date of dispensing included on the pharmacy label.
- A separate form is required for **each medicine**.

Child's name	
Child's date of birth	
Class/form	
Name of medicine	
Strength of medicine	
How much (dose) to be given. For example: One tablet One 5ml spoonful	
At what time(s) the medication should be given	
Reason for medication	
Duration of medicine Please specify how long your child needs to take the medication for.	
Are there any possible side effects that the school needs to know about? If yes, please list them	

I give permission for my son/daughter to carry and administer their own medication in accordance with the agreement of the school and medical staff.	Yes	
	No	
	Not applicable	

Mobile number of parent/carer	
Daytime landline for parent/carer	
Alternative emergency contact name	
Alternative emergency phone no.	
Name of child's GP practice	
Phone no. of child's GP practice	

- I give my permission for school staff to administer the prescribed medicine to my son/daughter during the time he/she is at school. 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.
- I understand that it may be necessary for this medicine to be administered during educational visits and other out of school activities, as well as on the school premises.
- I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal and supplying new stock to the school, if necessary.
- The above information is, to the best of my knowledge, accurate at the time of writing.

Parent/carer name	
Parent/carer signature	
Member of staff accepting form	
Date	

Prescribed Medical Form

Child's Name		Class	Name of Medicine		
Date	Time Given	Dosage	Reason for medication	Given By (Print name)	

Before filing, please make sure the parent has seen and sign this form.

Staff Signature

Parent Signature

Parental/carer consent to administer an 'over-the-counter' (OTC) medicine

- All over the counter (OTC) medicines must be in the original container.
- A separate form is required for **each medicine**.

Child's name	
Child's date of birth	
Class/form	
Name of medicine	
Strength of medicine	
How much (dose) to be given. For example: One tablet One 5ml spoonful	
At what time(s) the medication should be given	
Reason for medication	
Duration of medicine Please specify how long your child needs to take the medication for	
Are there any possible side effects that the school needs to know about? If yes, please list them	

Mobile number of parent/carer	
Daytime landline for parent/carer	

Alternative emergency contact name	
Alternative emergency phone no.	
Name of child's GP practice	
Phone no. of child's GP practice	

- I give my permission for the school staff to administer the OTC medicine to my son/daughter during the time he/she is at school. 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 no longer needed.
- I understand that it may be necessary for this medicine to be administered during educational visits and other out of school activities, as well as on the school premises.
- I confirm that the dose and frequency requested is in line with the manufacturers' instructions on the medicine.
- I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal. If the medicine is still required, it is my responsibility to obtain new stock for the school.
- The above information is, to the best of my knowledge, accurate at the time of writing.

Parent/carer name	
Parent/carer signature	
Member of staff accepting form	
Date	

Over the counter medication form

Child's Name		Class	Name of Medicine	
Date	Time Given	Dosage	Reason for medication	Given By (Print name)

Before filing, please make sure the parent has seen and sign this form.

Staff Signature

Parent Signature