Broad Square Primary School



Supporting Children with Medical Conditions in Broad Square Primary School Policy

Created by: Liverpool SIL Date

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Updated on:	Changes made / notes:
September 2018	Changes to :Head Teacher/new school nurse/new SENCO/training of staff
January 2020	Changes to staffing/allergies section
Summer Term 2022	Changes to school nurse and those qualified to administer medications/trained.
Summer 2023 February 2025	Changes to staffing /training update Staffing changes and term ‘carers’ added
September 2026	Reviewed and agreed

Broad Square Primary School

Aims:

- **That the school meets its statutory responsibilities to manage medicines and medical conditions in line with Government guidance 'Supporting pupils at school with Medical conditions' and the 'Special Educational Needs and Disability code of practice: 0-25 years'.**
- **That the school implements inclusive practices to support children and young people with medical conditions.**
- **That the school aims to provide all pupils with all medical conditions the same opportunities as others at school.**

The school will ensure the implementation of the Supporting Medical Conditions in school Policy to meet the following values and principles:

- all children and staff are healthy and stay safe
- parents and children feel secure and confident in the school's ability to support their child.
- pupils make a positive contribution and get to experience a wide and varied curriculum and experiences.
- ensure all staff understand their duty of care to safeguard children and young people in all aspects of their needs and especially within the event of an emergency.
- ensure all staff are appropriately trained, competent and confident in knowing what to do in an emergency.
- develop the schools understanding 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.
- staff understand common medical conditions that affect children at our school. Our staff receive training on the impact medical conditions can have on children from specialist medical staff (as needed).

The schools Governing body and Head Teacher Mrs. Foden will be responsible ensuring this policy is fully implemented and monitored regularly.

Broad Square Primary School is an inclusive community that aims to support and welcome all children and young people including those with medical conditions

i. The governing body understands that it has a responsibility to make arrangements for supporting pupils with medical conditions who currently attend and to those who may attend in the future.

ii. Pupils with medical conditions are encouraged to take control of their condition (as appropriate). Pupils feel confident in the support they receive from the school to help them do this.

iii. The school ensures to provide all children with all medical conditions the same opportunities at school.

iv. The school aims to include all pupils with medical conditions in all school activities,

making reasonable adjustments to ensure that pupils with medical needs are included as far as possible.

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

vi. Parents of pupils with medical conditions feel secure in the care their children receive both in the transportation, school and on educational visits.

vii. Relevant staff are confident in knowing what to do in an emergency and receive regular training to do so.

viii. There is knowledge that certain medical conditions are serious and can be potentially life-threatening.

ix. Staff understand the common medical conditions[1] that can affect all children/young people in school. Staff receive training on the impact this can have on pupils.

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[1] Common medical conditions include Asthma, Epilepsy, Diabetes and Anaphylaxis

Broad Square Primary School staff have a sound knowledge, understand their role and are trained to a level that fulfills and informs them in what to do to support children with the most common serious medical conditions found at the school and how to uphold the policy.

i. Staff at the school are aware of the most common serious medical conditions which they may come across when children are in their care.

ii. Staff understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like **any reasonably prudent parent**. This may include administering medication (for those staff who have been trained).

iii. Staff that work directly with pupils receive training and know what to do in an emergency for the pupils in their care with medical conditions.

iv. Training is refreshed for staff as appropriate and should be referred to the child's Individual Healthcare Plan.

v. The school uses the child's Individual Healthcare Plan to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

vi. The school has procedures in place so that the most up to date/single master copy of the child's Individual Healthcare Plan is sent to the emergency care setting with the pupil. 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.

vii. The school have plans in place to cover staff absence and sickness.

The following roles and responsibilities are recommended practice within the policy. These roles are understood and communicated regularly.

Governing Body

The school's Governing body has a responsibility to:

- uphold the Equality Act 2010 and make any reasonable adjustments.
- ensure that arrangements are in place to support pupils with medical conditions (plans and suitable accommodation). In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child.
- take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening and therefore focuses on the needs of the individual child.
- make sure the supporting medical conditions in school policy is effectively implemented, monitored and evaluated and updated in line with the school policy review timeline.
- ensure all parents are fully aware and understand their responsibilities.

Head teacher

Mrs. Foden has a responsibility to:

- ensure the school puts the policy into practice and develop detailed procedures.
- liaise between interested parties including child, school staff, SENDCO, pastoral support staff, teaching assistants, school nurses, parents, governors, the school health service, the Local Authority and local emergency care services and seek advice when necessary.
- ensure every aspect of the policy are maintained even if they are not the governing bodies nominated staff member.
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using child's Individual Healthcare Plans.
- ensure child's confidentiality.
- assess quality assured training and support the development needs of staff and arrange for them to be met via formally commissioned arrangements.
- ensure all supply teachers and new staff know the medical conditions policy.
- delegate to trained staff members to check the expiry date of medicines kept at school and maintain the school medical register.
- monitor and review the policy at least once a year.
- provide staff to cover absence.

Staff at Broad Square Primary School 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 by receiving appropriate training.

- be aware that medical conditions can affect a child's learning and provide extra help when child people need it.
- understand the policy and how this impacts on children and young person's education.
- know which child in their care have a medical condition and be familiar with the content of the child's Individual Healthcare Plan.
- allow all child 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 children who carry their medication with them have it when they go on a school visit or out of the classroom.
- be aware of children 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 child.
- ensure all children with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- ensure children have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

First aider: Ms. Furlong (supported by Ms. Palombella and Mrs. Taylor)

Ms. Furlong is based in the school foyer and will oversee the monitoring of first aid across the school, supported by Miss.Palombella and Mrs. Taylor. The school has a 31 staff trained and certified in first aid. A list of these staff is held in the school office.

First aiders at the school have a responsibility to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school. When necessary, they will ensure that an ambulance or other professional medical help is called.

Special Educational Needs Coordinators (SENDCO)

The SENDCOs at the school are Ms. Jones and Mrs. Lester. They have the responsibility to**:**

- know which children have a medical condition and which have special educational needs because of their condition.
- liaise with other staff to ensure children with medical conditions continue to make expected progress.
- Work with teachers make the necessary arrangements and make reasonable adjustments if a child needs special consideration or access arrangements in exams (liaise with assessment coordinator).

Health Services

The school nurse (Miss O'Brien) and others from the local Health Community and services who work with the school has a responsibility to:

- co-operate with schools to support children with a medical condition.
- be aware of the needs and training the school staff need in managing the most common medical conditions at school.
- provide information about where the school can access other specialist training or alternative provide training if this has been locally developed.

- support school in writing healthcare plans and sign them as needed.

Other healthcare professionals, including GPs and pediatricians have responsibility to:

- notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- provide advice on developing healthcare plans/them as needed.
- consider that Specialist local health teams may be able to provide support in schools for children with particular conditions (e.g., asthma, diabetes, epilepsy).

Parents/carers

The parents/carers of a child at the school have a responsibility to:

- tell the school if their child has a medical condition.
- ensure the school has a complete and up-to-date Healthcare Plan for their child (as needed).
- inform the school about the medication their child requires during school hours.
- inform the school of any medication their child requires while taking part in educational visits or residential visits, especially when these include overnight stays.
- 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 and date of birth and a spare is provided with the same information.
- ensure that their child's medication is within expiry dates.
- inform the school if your child is feeling unwell.
- 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 and information that will require the school to support your child is passed on to them.

All staff understand and trained in the school's general emergency procedures:

- The school has a general Health and Safety Policy that includes risk assessments and have arrangements in place to deal with emergencies.

- 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.
- 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 child needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the child knows.

- Staff should not take child to hospital in their own car it is safer to call an ambulance

The school has clear guidance on the administration of medication at school and what is

deemed as unacceptable practice

Administration – general

- The school 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 child taking medication unless they have been specifically contracted to do so.

- All use of medication defined as a controlled drug, even if the child can administer the medication themselves, is done under the supervision of a trained member of staff at this school.

- There are several members of staff at this school who have been identified to administer medication and received the relevant training from healthcare professionals.

- If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to continue to provide this support.

- For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to children, but only with the written consent of their parent.

- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.

- Parents 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.

- If a child at this school refuses their medication, staff should not force them and record this and follow procedures set out in the Individual Healthcare Plan. Parents are informed as soon as possible.

Administration – Emergency Medication

- All children with medical conditions have easy access to their medication.
- A child who does not carry and administer their own medication know where their medication is stored and how to access it (when appropriate).

- Children who do not carry and administer their own medication understand the arrangements for a member of staff to assist in helping them take their medication safely.

- Children with allergies will be identified to school by parents/carers. If needed, an individual health care plan (IHCP) will set out the identified needs/triggers and actions to be undertaken to keep the child safe. School will advise all parents of changes in need as required this may affect what children can bring in packed lunch boxes, snack time foods, etc.

The school has clear guidance keeping clear and up to date records which supports the planning and access to school

Administration/Admission forms

Parents/carers at this school are asked if their child has any health conditions or health issues-place this clearly on the admission form. Any allergies need to be clearly stated for all children new to the school and new staff/visitors.

School Medical register

Individual Healthcare Plans are one document that is used to create a medical register of pupils with medical needs, not all children with medical conditions will need an individual plan. Each class teacher is also given a copy of their class medical register in order that staff are fully informed of the child's needs. This register will be updates regularly and will be put into the class file for supply teachers to be fully aware of need.

Individual Healthcare Plans

Drawing up Individual Healthcare Plans:

- An individual Healthcare plan may be initiated by a member of school staff, plans should be drawn up with the input of healthcare professionals e.g., Specialist Nurse, parents and the child.
- As a sign of good practice, the school will use Individual Healthcare Plans to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments and used to identify the level support they need. Further documentation can be attached to the Individual Healthcare Plan if required.

- If a child has a short-term medical condition that requires medication during school hours, a medication form must be completed and signed by the parent/ carer before the child is left on site.

- Ongoing communication and review of the Individual Healthcare Plan:

- Parents/carers at this school are asked to update their child's Individual 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, treatments or conditions change.

- Staff at this school use opportunities to invite parents to review and check that information held by the school on a child's condition is accurate and up to date. (use of Annex F)

- Every child with an Individual Healthcare Plan at this school has their plan discussed and reviewed at least once a year.

- Where the child has SEND, the Individual Healthcare Plan should be as part of the graduated approach of Assess, Plan, Do, Review and/or linked to their statement or Education Health and Care Plan if they have one.

Storage and access to Individual Healthcare Plans

- The school ensures that all staff protect confidentiality.

- Individual Healthcare Plans are kept in a secure central location in the school medical room /office.

- Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of Individual Healthcare Plans.e.g.in class. These copies are updated at the same time as the central copy.

- All members of staff who work with groups of children people will access the Individual Healthcare Plans to provide support with their planning of teaching and learning

- 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 (and have access to) the Individual Healthcare Plans of children in their care.

Consent to administer medicines

- If a child requires regular prescribed or non-prescribed medication at school, parents/carers are asked to provide consent on their child's Individual Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for pupils taking short courses of medication.

- All parents of children with a medical condition who may require medication in an emergency are asked to provide consent on the Individual Healthcare Plan for staff to administer medication.

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

Off-site, Sporting Activities and Residential visits

- Parents/carers are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the child's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help children manage their condition while they are away. This includes information about medication not normally taken during school hours.

- When attending a residential visit or off-site activity (including sporting events) the lead staff member will have copies of all visit paperwork including risk assessments for children where medication is required. A copy of the Individual Healthcare Plan's will accompany the child if necessary and reference should be made to any medical conditions in the planning and risk assessment prior to the visit taking place.

- All parents/carers of a child with a medical condition attending an off-site activity or overnight residential are asked for written consent, giving staff permission to administer medication if required and an individual Healthcare plan has not been drawn up.

- The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

Other record keeping

- The school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

- The school holds training on common medical conditions regularly.

- All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a record of staff who have had training. Staff keep their own certificates once training is complete.

There is clear guidance on the safe storage and handling of medication at school

Safe storage – emergency medication

- Emergency medication is readily available to children who require it at all times during the school day or at off-site activities.
- Where the child's healthcare professional advises that they are not yet able or old enough to self-manage and carry their own emergency medication, they know exactly where to access their emergency medication and which member of staff they see.

Safe storage – non-emergency medication

- All non-emergency medication is kept in a secure place, in the medical cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.

- Staff ensure that medication is only accessible to those for it is prescribed.

Safe storage – general

- There is an identified member of staff who ensures the correct storage of medication at school. For our school, this is Ms Furlong.

- All controlled drugs are kept in a locked cupboard and only named staff have access. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens should be always readily available to children and not locked away.

- It is the parents/carers responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

- An identified member of staff checks the expiry dates for all medication stored at school. This is Ms. Furlong.

- The identified member of staff, along with the parents of children/young people with medical conditions, will ensure that all emergency and non- emergency medication brought in to school is clearly labeled with the pupil's name, the name and dose of the medication and the frequency of dose.
- All medication is supplied and stored in its original containers/packages. All medication is labelled with the child name, date of birth, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

- Medication will be stored in accordance with instructions, paying particular note to temperature.

- Some medication for pupils at this school 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 that is only accessible to staff.

- All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.

Safe disposal

- Parents/carers will be asked to collect out-of-date medication.

- If parents/carers do not pick 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 will arrange for the disposal of any that have expired. This is Ms Furlong.

- Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or pediatrician on prescription. All sharps' boxes in school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis. Arrangements should be made for their safe disposal.

Complaints Procedure

If parents or carers have concerns or a dissatisfied with the support provided, they should directly contact the school on 0151 226 1117 and follow the complaint procedure set by the school.

Legislation and Guidance

This policy and guidance has been compiled using recommended government documents and Acts, these include;

Supporting pupils with Medical Conditions – September 2015 Special Educational Needs and Disability Code of Practice: 0-25 years Children and Families Act 2014 – Part 5: 100
Health and Safety: advice for schools – June 2014 Equality Act 2010
The management of Health and Safety at work regulations 1999 Education Act 1996
Health and Safety at work Act 1974 Medicines Act 1968

This policy can be given in different formats upon request. It will be reviewed

annually.

Approved by: Full Governing Body

Signed: (Chair of Governors) R. Morgan

Date:29/09/2026

Signed (Head teacher): C. Foden

Date:

29/09/2026

Annexes to support the policy and implementation

The following Annexes are based on the templates provided by the DfE in ‘Supporting pupils with Medical Condition: Templates (May 2014)’

Individual Healthcare Plan

Name of school/setting 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 including Sporting Activities

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

Parental Agreement for setting to
Administer Medicine

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

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine *(as described on the container)*	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to school office	

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

Signature(s) _____ Date _____

NB: Medicines must be in the original container as dispensed by the pharmacy Contact Details

Record of medicine administered to an individual child

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

C: Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Record of Medicine Administered to all children

Name of school/setting

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name

Staff Training Record – Administration of medicines

Name of school/setting	
Name Type of training received	
Date of training completed	
Training provided by Profession and title	

I confirm that (name of member of staff) has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated (suggested date)

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Contacting the Emergency Services

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

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

1. Your telephone number

226 1117

2. Your name

3. Your location as follows

Broad Square Primary School,

Broad Square, Norris Green, L11 1BS

4. State what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code

L11 1BS

5. Provide the exact location of the patient within the school setting

6. Provide the name of the child and a brief description of their symptoms

7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient

8. Provide the Ambulance Service with a copy of the child's Individual Healthcare Plan if agreed by the parent

9. Put a completed copy of this form by the phone

Letter inviting parents to contribute to
Individual Healthcare Plan development/review

Dear Parent/carer,

Thank you for informing us of your child's medical condition. I enclose a copy of a guide of your responsibilities and the full policy for supporting pupils at school with medical conditions can be found on the school website.

An individual healthcare plan now has to be prepared/reviewed. This will set out what support the each pupil needs and how this will be provided. We will develop this plan with you, your child and the healthcare professionals who can advise us on your child's medical case.

We would like to hold a meeting to start developing the plan on xx/xx/xx. Please can you contact us to let us know if this convenient and to agree who needs to attend or provide information for the meeting.

To confirm your attendance or if you would like to discuss this further please call me on xxxx xxx xxxx or ask to speak to me in school.

Yours sincerely

Parent Guide

Broad Square Primary School will support your child with their medical needs but to do this we ask that you;

- tell us if your child has a medical condition
- work with us to ensure your child has a complete and up-to-date Healthcare Plan for their child
- inform us about the medication your child requires during school hours
- inform us of any medication your child requires while taking part in educational visits or residential visits, especially when these include overnight stays
- tell us about any changes to your child's medication, what they take, when, and how much
- inform us of any changes to your child's condition
- ensure your child's medication and medical devices are labelled with their full name and date of birth and a supply a spare provided with the same information
- ensure that your child's medication is within expiry dates
- inform us if your child is feeling unwell on 0151 226 1117
- ensure your child catches up on any school work they have missed
- ensure your child has regular reviews about their condition with their doctor or specialist healthcare professional and information that will require us to support your child is passed on ASAP
- Ensure your child has a written care/self-management plan from their doctor or specialist healthcare professional to help them child manage their condition.

Medications in Broad Square Primary School

Storage and Access

- All non-emergency medication is kept in a secure place and controlled drugs are kept in a locked cupboard and only named staff have access.
- All pupils with medical conditions have easy access to their medication.

Administering any Medication

- The members of staff at the school who have been specifically assigned to administer medication are:
  - Ms. Furlong (overseen by another member of trained staff)
- If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to continue to provide this support.
- For medication where no specific training is necessary, a member of staff trained in administering medications may administer prescribed and non-prescribed medication to children but only with the written consent of their parent.

Record Keeping

- All medications that are administered should be recorded with the date, child's name, time, name of medicine, dose given, any reactions, signature and print name of supervising staff member.
- Staff will follow the guidance within the individual healthcare plan and follow the instructions found on the prescribed medication.
- Only supply medication to children where written consent has been received but all staff need to act as **any reasonably prudent parent.**