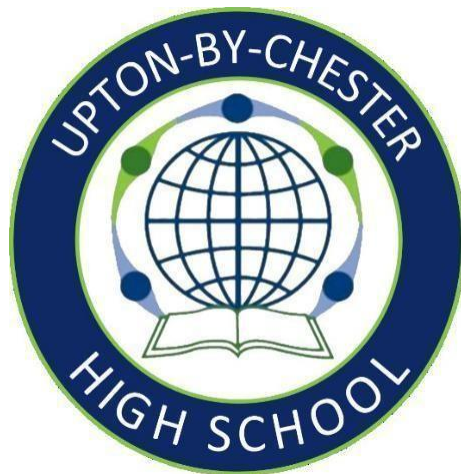


# Upton-By-Chester High School

## SUPPORTING LEARNERS WITH MEDICAL NEEDS POLICY



Policy Link	
SLT	Karen McCarthy
Governor	Paul Ivison
To	Date
Committee Pastoral	12 October 2022
Full Governing Body	06 December 2023
Next Review	06 December 2024
Make available on:	Yes/ No
School website	No
Staff shared area	Yes
Statutory	Yes

*'Learning to shape the future'.*

## Contents

1. Aims
  2. Legislation and Statutory Responsibilities
  3. Roles and Responsibilities
  4. Equal Opportunities
  5. Being Notified That a Child Has a Medical Condition
  6. Individual Health Care Plans
  7. Managing Medicines
  8. Emergency Procedures
  9. Training
  10. Record Keeping
  11. Liability and Indemnity
  12. Complaints
  13. Monitoring Arrangements
  14. Links To Other Policies
- Appendix 1- Being Notified a Child Has a Medical Condition Flow Chart  
Appendix 2 Risk Assessment for Educational Visits  
Appendix 3 Medication Storage & Administration Request Form  
Appendix 4 Individual Learner Health Care Plan

### 1. Aims

This policy aims to ensure that:

Learners, staff and parents understand how our school will support learners with medical conditions.

Learners with medical conditions are properly supported to allow them to access the same education as other learners, including school trips and sporting activities.

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained.
- Making staff aware of learner' conditions, where appropriate.
- Making sure there are cover arrangements to ensure someone is always available to support learners with medical conditions.
- Providing supply teachers with appropriate information about the policy and relevant learners. Developing and monitoring individual healthcare plans (IHPs).

**The named person with responsibility for implementing this policy is Karen McCarthy, Deputy Headteacher.**

### 2. Legislation and Statutory Responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting learners at their school with medical conditions.

It is also based on the Department for Education's statutory guidance on [supporting learners with medical conditions at school](#).

### **3. Roles and Responsibilities**

#### **3.1 The Governing Board**

The governing board has ultimate responsibility to make arrangements to support learners with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

#### **3.2 The Deputy Headteacher**

The Deputy Headteacher will:

Make sure all staff are aware of this policy and understand their role in its implementation.

Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations.

Ensure that all staff who need to know are aware of a learner's condition take overall responsibility for the development of IHP's.

Make sure that school staff are appropriately insured and aware that they are insured to support learners in this way. (This will be overseen by the B Manager).

Contact School Health in the case of any learner who has a medical condition that may require support at school, but who has not yet been brought to the attention of the First Aid team and the SENCo.

Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

#### **3.3 The SENCo**

The SENCo will:

Know which learners have a documented medical condition and which have special educational needs because of their condition, and will lead on arrangements to ensure the school works with all stakeholders (including health and social care professionals, the local authority, parents/carers and learners).

Be responsible for ensuring Healthcare Plans are quality assured and monitored. The SENCo will liaise with the relevant Form Tutor, Head of Year and teachers to ensure that learners who have been unable to attend school because of their medical condition are supported to catch up on missing schoolwork.

Make the necessary arrangements for a learner that needs special consideration or access arrangements, by communicating this information to the Examinations Officer and Invigilating Team. The SENCo will work with the Deputy Headteacher who oversees the Medical Conditions Policy to ensure that staff have relevant training so they have the knowledge and capacity to meet the needs of learners.

### **3.4 Staff**

Supporting learners with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be required to provide support to learners with medical conditions. This includes the administration of medicines, for example inhalers and epi pens.

The named First Aiders have the responsibility to support learners with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so. A list of appropriately trained staff will be maintained in the school and the Deputy Headteacher will have oversight of this. The list is updated by the Premises Manager and communicated with all staff, monthly via the daily Staff Bulletin and new staff via their induction pack.

Teachers will take into account the needs of learners with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a learner with a medical condition needs help.

### **3.5 Parents**

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Be involved in the development and review of their child's IHP and may be involved in its drafting.
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g., provide medicines and equipment, and ensure they or another nominated adult are contactable at all times.

### **3.6 Learners**

Learners with medical conditions will often be best placed to provide information about how their condition affects them. Learners should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

### **3.7 School Health and Other Healthcare Professionals**

School Health will notify the school when a learner has been identified as having a medical condition that will require support in school. This will be before the learner starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and Paediatricians, will liaise with the school's First Aid Team and SENCo and notify them of any learners identified as having a medical condition. They may also provide advice on developing IHPs. The SENCo meets every month with the lead school nurse for Cheshire West and Chester Council.

#### **4. Equal Opportunities**

Upton-By-Chester High School is clear about the need to actively support learners with medical conditions to participate in Engage @ Upton, school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these learners to participate fully and safely on school trips, visits, and sporting activities.

Risk assessments (see appendix 1) will be carried out where appropriate (identified on the IHP), so that planning arrangements take account of any steps needed to ensure that learners with medical conditions are included. In doing so, learners, their parents/carers and any relevant healthcare professionals will be consulted. The latest risk assessment will be attached to the IHP to support the planning of subsequent activities.

#### **5. Being Notified That a Child Has a Medical Condition**

See Appendix 2.

When the school is notified that a learner has a medical condition, the process outlined below will be followed to decide whether the learner requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for learners who are new to our school.

#### **6. Individual Healthcare Plans**

See Appendix 3.

The Deputy Headteacher (Culture & Ethos) has overall responsibility for the development of IHPs for learners with medical conditions.

Plans will be reviewed at least annually, or earlier if there is evidence that the learner's needs have changed.

Plans will be developed with the learner's best interests in mind and will set out:

- What needs to be done?
- When?
- By whom.

Not all learners with a medical condition will require an IHP. It will be agreed with the SENCo and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Deputy Headteacher (Culture & Ethos) will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as school health, the SENCo, specialist nurses or community paediatricians, who can best advise on the learner's specific needs. The learner will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health, and care (EHC) plan. If a learner has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and the Deputy Headteacher (Culture & Ethos) will consider the following when deciding what information to record on IHPs:

The medical condition, its triggers, signs, symptoms and treatments.

The learner's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons.

Specific support for the learner's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions.

The level of support needed, including in emergencies. If a learner is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring.

Who will provide this support, their training needs, and expectations of their role and confirmation of proficiency to provide support for the learner's medical condition from a healthcare professional, and cover arrangements for when they are unavailable.

Who in the school needs to be aware of the learner's condition and the support required.

Arrangements for written permission from parents to the Headteacher (Delegated to the Deputy Headteacher) for medication to be administered by a member of staff, or self-administered by the learner during school hours. See Appendix 4 (Medication Storage & Administration).

Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the learner can participate, e.g. risk assessments.

Where confidentiality issues are raised by the parent/learner, the designated individuals to be entrusted with information about the learner's condition.

What to do in an emergency, including who to contact, and contingency arrangements.

## **7. Managing Medicines**

Prescription and non-prescription medication will only be administered at school:

When it would be detrimental to the learner's health or school attendance not to do so and where we have parents' written consent.

The only exception to this is where the medicine has been prescribed to the learner without the knowledge of the parents.

Learners under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a learner any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed. This will be carried out by someone in first aid.

The school will only accept prescribed medicines that are:

- In-Date Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage, quantity on packet will match the quantity in the container. All of the above will be checked by the First Aid Team when medication is handed to school staff.
- The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.
- All medicines will be stored safely in the First Aid Room and Epi-pens are stored safely in the Front Office which is staffed between 7.15am and 4.30pm. Learners will be informed about where their medication is at all times and be able to access them immediately. Medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to learners.
- Medication will be returned to parents to arrange for safe disposal when no longer required and signed for see appendix 4.

## 7.1 Controlled Drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

A learner who has been prescribed a controlled drug may not have it in their possession. All controlled drugs are kept in a secure cupboard in the First Aid Room and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept on Medical Tracker.

## 7.2 Learners Managing Their Own Needs

Learners who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs. The exception to this is learners who need to take controlled drugs to support their ADHD/ADD diagnosis.

Learners will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a learner to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

## 7.3 Unacceptable Practice

School staff should use their discretion and judge each case individually with reference to the learner's IHP, but it is generally not acceptable to:

- Prevent learners from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every learner with the same condition requires the same treatment Ignore the views of the learner or their parents.
- Ignore medical evidence or opinion (although this may be challenged).
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHP.

- If a learner with an IHP becomes ill, send them to the First Aid Room unaccompanied.
- Prevent learners from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively. Learners will be issued with an appropriate pass by First Aid or the SEND/ Pastoral team address this issue.
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their learner, including with toileting issues.
- Prevent learners from participating, or create unnecessary barriers to learners participating in any aspect of school life, including engage@Upton activities, school trips, e.g. by requiring parents to accompany their child. There may however, be times where a parent/ carer attending a trip/ visit is appropriate if we cannot manage a complex need outside of school.
- Administer, or ask learners to administer, medicine in school toilets.

## **8. Emergency Procedures**

Staff will follow the school's normal emergency procedures (for example, calling 999). All learners' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a learner needs to be taken to hospital, staff will stay with the learner until the parent arrives or accompany the learner to hospital by ambulance.

## **9. Training**

Staff who are responsible for supporting learners with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to learners with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with Deputy Headteacher (Culture & Ethos). Training will be kept up to date.

Training will:

Be sufficient to ensure that staff are competent and have confidence in their ability to support the learners.

Fulfil the requirements in the IHPs.

Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.



## **10. Record Keeping**

The governing board will ensure that written records are kept of all medicine administered to learners for as long as these learners are at the school. Parents/Carers of learners with IHP's will be informed if their child has been unwell at school and when learners have reported a head bump/injury.

- IHPs are kept in a readily accessible places which all staff are aware of, which will be:
- In the learners file, attached as a Word document on Medical Tracker.
- Printed and stored in the red file in the First Aid Room.
- Saved in the Staff Shared Area: SEN Admin/SEN Dept (Academic Year)/Medical Needs/IHP.
- In the PE Office.

## **11. Liability and Indemnity**

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are:

The RPA will provide an indemnity if a Member becomes legally liable to pay for damages or compensation in respect of or arising out of personal injury occurring during the Membership Year within the Territorial Limits and in connection with the provision of medicines or medical procedures. Indemnity will also be provided to any member of staff (other than any doctor, surgeon or dentist while working in a professional capacity) who is providing support to pupils with medical conditions and has received sufficient and suitable training.

Cover provided by the RPA will be subject to adherence with the statutory guidance on supporting learners at school with medical conditions: December 2015, link below:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf)

## **12. Complaints**

Parents with a complaint about their child's medical condition should discuss these directly with the Deputy Headteacher (Culture & Ethos) in the first instance. If the Deputy Headteacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

## **13. Monitoring Arrangements**

This policy will be reviewed and approved by the governing board every two years.

## **14. Links to Other Policies**

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives First Aid Policy
- Health and Safety
- Safeguarding
- SEND Information Report



Cheshire West  
and Chester

## Educational Visits & LOTC Risk Benefit Assessment

Appendix 1

**Visit to:**

**Dates of Visit:**

**Leader in Charge of Visit:**

**Persons considered in the assessment:**

**Carried out by:**

**Date of Assessment:**

<b>GENERIC BENEFITS - WHY ARE WE DOING THIS?</b>	<b>SPECIFIC OUTCOMES</b>
EG Comparing and contrasting environments.	EG Young people experience an environment they may never otherwise access

POTENTIAL HAZARDS	CONTROL MEASURES TO BE CONSIDERED	ESTABLISHMENT SPECIFIC CONTROL MEASURES, ARRANGEMENTS AND/OR ACTIONS TO BE TAKEN BY
<b>1 ENVIRONMENTAL ISSUES</b> e.g., Weather,	<ul style="list-style-type: none"> <li>● <i>Weather forecast checked where appropriate.</i></li> <li>● <i>Activities programme amended where necessary</i></li> </ul>	
<b>2 TRANSPORT</b> e.g., vehicles, drivers, arrival and departure of vehicles, breakdowns	<ul style="list-style-type: none"> <li>● <i>Driving hours limited, with back-up driver on long journeys.</i></li> <li>● <i>Seat Belts used at all times.</i></li> <li>● <i>Marshalling as group leaves coach, etc</i></li> <li>● <i>Appropriate stops for eating and care arrangements en route.</i></li> <li>● <i>LA guidance on transport in private cars, booster seats, minibuses, and public transport followed.</i></li> </ul>	
<b>3 EQUIPMENT CLOTHING SUBSTANCES</b>	<ul style="list-style-type: none"> <li>● <i>All clothing appropriate to the activities and location, including the use of weatherproof clothing.</i></li> <li>● <i>Appropriate footwear worn.</i></li> <li>● <i>Special equipment checked.</i></li> <li>● <i>All equipment appropriate to the activities and location.</i></li> </ul>	
<b>4 ACTIVITIES and PROCEDURES</b>	<ul style="list-style-type: none"> <li>● <i>Detailed programme, including alternatives for bad weather.</i></li> <li>● <i>'Down time' arrangements</i></li> </ul>	

<p>e.g., Programme of activities, down time etc</p>	<ul style="list-style-type: none"> <li>● Adequate supervision at all times, with a duty rota in place</li> <li>● Agree standards of behaviour and conduct</li> <li>● Equipment suitable for activities and abilities of pupils</li> </ul>	
<p>5 SUPERVISION COMPETENCE DISCIPLINE</p>	<ul style="list-style-type: none"> <li>● Prior assessment of leaders and helpers in relation to the visit, the pupils involved and the activities taking place.</li> <li>● Supervision ratio to keep sufficient check on all the party- including accompanying children other than pupils.</li> <li>● Code of conduct established and maintained.</li> <li>● Adequate staffing numbers available.</li> <li>● Appropriate voluntary helpers used and fully briefed on their responsibilities.</li> <li>● Police check for helpers under the Child Protection Act</li> </ul>	
<p>6 OVERALL PLANNING MONITORING AND CONTROL</p> <p>e.g., Accommodation</p> <ul style="list-style-type: none"> <li>● Emergency Contacts and Communication</li> <li>● Insurance</li> <li>● LA Approval via EVOLVE</li> <li>● Medical Arrangements</li> <li>● Parental Information</li> <li>● Research</li> <li>● Special Needs</li> <li>● Visits Abroad</li> </ul>	<ul style="list-style-type: none"> <li>▪ Only suitable accommodation used and checked for appropriate facilities. Fire precautions and certification checked, and a fire drill carried out.</li> <li>▪ Emergency arrangements include carrying the contact numbers for all the participants, the emergency contact person at the establishment and for emergency services maintained by the leader of the party.</li> <li>▪ Mobile telephone available for emergency use</li> <li>▪ Established appropriate emergency contacts with schools and parents.</li> <li>▪ Critical incident procedure functions properly</li> <li>▪ Set up effective communication procedures with the group.</li> <li>▪ Insurance cover checked and parents informed of the limits of cover provided.</li> <li>● Prior approval via EVOLVE of adventurous activities, overseas visits and or residential visits</li> </ul>	

	<ul style="list-style-type: none"> <li>● <i>Specific adventure activity guidelines being followed.</i></li> <li>● <i>All relevant medical information of all participants maintained.</i></li> <li>● <i>All appropriate medical arrangements, including first aid.</i></li> <li>● <i>Special potential health hazards associated with the site.</i></li> <li>● <i>Is it necessary to notify parents? Check this document and local policy.</i></li> <li>● <i>Have you provided appropriate information for parents?</i></li> <li>● <i>Meeting with parents</i></li> <li>● <i>Parental Consent</i></li> <li>● <i>Do you need and have they given their consent.</i></li> <li>● <i>Researched the area, site accommodation, company.</i></li> <li>● <i>Pre visit carried out.</i></li> <li>● <i>Full account taken of any special needs involved.</i></li> </ul>	
<p><b>OTHER</b></p>		

**A COPY OF THIS RISK ASSESSMENT, WITH VISIT SPECIFIC CONTROL MEASURES IS TO BE PROVIDED TO THE EVC, HEADTEACHER/MANAGER AND ADDED AS AN ATTACHMENT TO THE EVOLVE VISIT FORM**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please ensure that the risk benefit assessment actually relates to this visit or Learning Outside the Classroom activity.

i.e., It reflects this activity/these activities, at this location/these locations, led by these staff with these young people. Account has been taken of any young people with particular needs and an informed judgment regarding weather and water levels (if relevant) has been made. Please ensure this is shared and understood by all involved in leading the visit. The last column requires specific written control measures; a 'tick' or a 'yes' would probably not be considered suitable or sufficient evidence that a control measure is in place.

Appendix 2

Being Notified a Child has a Medical Condition

Parent or healthcare professional tells the school that the child:

- Has a new diagnosis
- Is due to attend a new school.
- Is due to return to school after a long term absence.



The SENCo co-ordinates a meeting to discuss the child's needs and identifies a member of staff to support the learner



Hold a meeting with the following people to discuss and agree on the need for an IHP:

- SENCo
- Pastoral Manager
- A Specialist Medical Nurse (if necessary)



Develop an IHP with input from a healthcare professional (if necessary).



Identify school staff training needs.



Healthcare professionals commission or deliver training.



Implement the IHP and circulate it to relevant staff.



Review the IHP annually or when the child's condition changes. Parent/Carer or healthcare professional will initiate this.





UPTON-BY-CHESTER HIGH SCHOOL

**IHP**

**INDIVIDUAL LEARNER HEALTH CARE PLAN**

1. LEARNER INFORMATION

First Name:	
Last Name:	
Form:	
Sex:	
Medical Conditions: (brief description of the medical condition inc. descriptions of signs, symptoms, triggers, behaviours)	
Notes:	

Contact information	
Relationship:	
Next of Kin Details	

2. ESSENTIAL INFORMATION CONCERNING THIS LEARNER'S HEALTH NEEDS

		Additional details
GP/Healthcare Professional:		
Specialist:		
Specialist Paediatrician:		
Other:		

Year:		
Level of KS:		
Order:		

Medical impact?	
Medication administered at school will be stored:	

### 3. ROUTINE MONITORING (IF APPLICABLE)

		Date:
Monitoring is required?		
Notes (if applicable)		

### 4. EMERGENCY SITUATIONS

Has this been considered an emergency situation?	
Describe the symptoms?	

Notify teaching staff:	Teaching staff to be made aware of the learner's condition and treatment.	
Notify non-teaching staff:	Staff	
Teacher:		

Provider of alternative provision:		
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### 5. TREATMENT

Medical condition				Medication administered?

Does the medical condition affect behaviour or concentration?	
Are there any side effects of the medication that will impact learner whilst at school?	
Is there any ongoing treatment that is not being administered in School?	
Does this treatment have any side effects that will impact learner whilst at School?	
What are the triggers?	
What action must be taken?	
Are there any follow up actions (e.g. test/rest required?)	

### 6. IMPACT ON LEARNER'S LEARNING

Does the learner's medical condition affect learning? (e.g. memory, processing speed, coordination)	
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### 7. IMPACT ON LEARNER'S LEARNING & CARE AT MEAL TIMES/LIBERTY TIMES

	Time	Action
School day		
Break		
Time		
School		

8. PHYSICAL ACTIVITY

Are there any physical restrictions caused by the medical condition?	
Are there any arrangements/provision for physical activity?	

9. TRIPS AND VISITS

Are there any arrangements/provision for trips/visits?	
Will anyone look after medication/equipment?	
Are there any external agencies/people that need to be informed?	
Does the school environment affect the learner's medical condition?	
Is any extra care/provision required?	

10. EDUCATIONAL, SCHOOL & EMOTIONAL NEEDS

Is the learner likely to need time off because of their condition?	
Will the learner catch up on work missed?	
Are there any arrangements and interventions?	

11. STAFF CPD

Is any CPD required?	
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ten?	
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NOTES:

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Signed by:

	Name	Signature	Date
r			
Carer			
Care Professional			
Health			

UPTON-BY-CHESTER HIGH SCHOOLMEDICATION & STORAGE ADMINISTRATION REQUEST FORM**Note to parent/carer:**

- Medication will not be accepted by the school unless this form is completed and signed by the parent/carer of the child and that the administration of the medication is agreed by the Headteacher.
- Medicines must be in the original container/packaging.

**By signing this form you are agreeing to the following statements:**

- I confirm that the information I have given is true and accurate.
- I understand that this is a service that the school is not obliged to undertake.
- I understand that I must immediately notify the school of any changes to these details.

Learner Name	
Form Group	
Reason for Medication (As described on container)	
Self-Administration Y/N <b>This must be completed</b>	
Duration of Course (Please Circle)	1 week / 10 days / ongoing / other
Dosage	
Time(s) to be Given	
Other Instructions	
Parent / Carer Name	
Parent/Carer Signature	
Date	

Only to be completed if or when any unused medication needs collecting:

Learner Name	
Parent/Carer Signature	
Date	

For office use only: Please pass to the First Aider on duty, who will scan and upload to Medical Tracker on the learners file.