



## **Medical Conditions Policy**

### **Policy statement**

This school is an inclusive community that aims to support and welcome pupils with medical conditions and ensure that it provides the same opportunities for all those attending.

### **We will do this by ensuring that:**

- All staff understand their duty of care to children and young people in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency.
- All staff and stakeholders understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- This school understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at this school
- Staff receive training on the impact medical conditions can have on pupils

This medical conditions policy is drawn up in consultation with stakeholders and is supported by a communication plan for staff, parents and other key stakeholders to ensure its full implementation. In addition to staff understanding and being trained in what to do in an emergency, the policy will give clear guidance on the administration and recording of medication at school.

This school recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

We aim to ensure that the school environment is inclusive and favorable to pupils with medical conditions and this includes the physical environment, as well as social, sporting and educational activities.

All staff have been made aware of the common triggers that can make common medical conditions worse or can bring on an emergency and is actively working towards reducing or eliminating these health and safety risks.

### **Communication Plan**

To ensure effective implementation of the policy the school will:

- Ensure that pupils are informed about the medical conditions policy through:-
  - PSHE classes
  - One to one discussions
- Ensure that parents are informed and regularly reminded about the medical conditions policy through:-

- including the policy statement in the school's prospectus and signposting access to the policy
- contact at the start of the school year when communication is sent out about Healthcare Plans
- when their child is enrolled as a new pupil
- via the school's website
- Ensure that staff are informed regularly and reminded about the medical conditions policy through:-
  - copies handed out at the first staff meeting of the school year and before Healthcare Plans are distributed to parents
  - scheduled medical conditions training
  - through the key principles of the policy being displayed in the staff room
  - ensuring all supply and temporary staff are informed of the policy and their responsibilities.
- Ensure that governors and other external stakeholders are informed and reminded about the school's medical conditions policy through:-
  - Information sharing at governor meetings
  - SEN governor is kept briefed

### **Training and Emergency procedures**

All staff will receive annual medical training in dealing with asthma and use of epi pens.

All staff will be trained to know how to contact emergency services and who to contact within the school and training will be refreshed each year.

If a pupil 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 pupil knows.

### **Administration of medication at school**

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

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

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

### **Administration of medication**

All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is carried out under the supervision of a member of staff at this school.

The school understands the importance of medication being taken as prescribed.

All staff are made aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so. But the school has identified staff who will have responsibility for administering medication (Headteacher, class teachers)

Many other members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.

Training is given to all staff members who agree to administer medication to pupils, where specific training is needed.

All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.

Prescribed medication which is administered by a member of staff is recorded by that member of staff and witnessed by a second member of staff.

Parents at the school must understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that it is their responsibility to notify the school immediately.

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

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

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

### **Consent to administer medicines**

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

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

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

Parents of pupils with medical conditions at this school are all asked at the start of the school year on the Healthcare Plan if they and their child's healthcare professional believe the child is able to manage,

carry and administer their own emergency medication. If a child is able to self administer then a form must still be completed.

### **Safe storage of medication at school**

Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. Asthma inhalers are kept by the pupils. Other prescribed medication is stored in the fridge in the staffroom. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

Most pupils will carry their emergency medication on them at all time and are reminded to carry their emergency medication with them.

Pupils, whose healthcare professionals and parents advise the school that their child is not yet able or old enough to self-manage and carry their own emergency medication, know exactly where to access their emergency medication. The school will tell the child where their medication is kept.

### **Safe storage**

There is an identified member of staff who ensures the correct storage of medication at school.  
(Headteacher)

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

Three times a year the identified member of staff checks the expiry dates for all medication stored at school.

The identified member of staff, along with the parents of pupils with medical conditions, ensures 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. This includes all medication that pupils carry themselves.

All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

Medication is stored in accordance with instructions, paying particular note to temperature.

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

It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

### **Safe disposal**

All medication is sent home at the end of each term (six times a year). Parents need to send in medication at the beginning of each term taking note of the expiry date and replacing if necessary. Parents at this school are asked to collect out-of-date medication.

Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or pediatrician 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.

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 or to school or the pupil's parent.

Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

## **Record keeping**

### **Data checking sheet/Enrolment forms**

Parents at Hatherop C of E Primary are asked if their child has any health conditions or health issues on the data checking sheet, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

### **Healthcare Plans**

#### **Drawing up Healthcare Plans**

b. This school uses a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required. (see Medical conditions flow chart)  
*See Appendix 1 – Form 1*

A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition. This is sent:

- at the start of the school year
- at enrolment
- when a diagnosis is first communicated to the school.

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

*See Appendix 1 – Form 2*

#### **School Healthcare Plan register**

Healthcare Plans are used to create a centralised register of pupils with medical needs. The administrator and headteacher have responsibility for the register at this school.

The responsible member of staff (see above) follows up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

## **Ongoing communication and review of Healthcare Plans**

Parents/carers are asked to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. They will be reviewed at the beginning of each academic year.

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

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

## **Storage and access to Healthcare Plans**

Parents and pupils at this school are provided with a copy of the pupil's current agreed Healthcare Plan.

Healthcare Plans are kept in a central location at school.

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

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

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 Healthcare Plans of pupils in their care.

This school ensures that all staff protect pupil confidentiality.

## **Use of Healthcare Plans**

Healthcare Plans are used by this school to:

- inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers
- ensure that all medication stored at school is within the expiry date
- ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency
- remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

## **Residential visits**

Parents 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 pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.

*See Appendix 1 – Form 3*

All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan.

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

The residential visit form also details what medication and what dose the 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.

## **Physical environment and social, sporting and educational activities**

### **Physical environment**

This school is committed to providing a physical environment that is accessible to pupils with medical conditions.

Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible if appropriate.

This school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

### **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 full access to extended school activities such as school discos, 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.

### **Exercise and physical activity**

School understands the importance of all pupils taking part in sports, games and activities and ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

School ensures all classroom teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.

Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities and are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.

School ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

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

### **Education and learning**

The 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.

If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.

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. The school's SEN coordinator consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

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 about what to do in the event of a medical emergency.

### **Residential visits**

Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors we consider include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits.

Risk assessments are carried out before pupils visit off-site educational placements. It is the school's responsibility to ensure that the placement is suitable.

### **Reducing health and safety risks**

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

School staff will be given training on medical conditions. This training includes information on how to avoid and reduce exposure to common triggers for common medical conditions.

School uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers.

Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, taking into account the needs of pupils with medical conditions.

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

### **Roles of stakeholders**

Our school works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.



### Head teacher

#### **This school's 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
- liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- ensure the policy is put into action, with good communication of the policy to all
- ensure every aspect of the policy is maintained
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- ensure pupil confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the medical conditions policy
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders
- update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- report back to all key stakeholders about implementation of the medical conditions policy.

### All school staff

#### **All staff at this 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
- understand the school's medical conditions policy
- know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- allow all pupils 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 pupils who carry their medication with them 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 it can have on pupils (pupils should not be forced to take part in any activity (if they feel unwell))
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

### Teaching staff

#### **Teachers at our school have a responsibility to:**

- ensure pupils who have been unwell 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
- liaise with parents, the pupil's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition

- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

#### School nurse or school healthcare professionals

##### **The school nurse at this school has a responsibility to:**

- help update the school's medical conditions policy if available
- help provide regular training for school staff in managing the most common medical conditions at school
- provide information about where the school can access other specialist training.

#### First aider

##### **First aiders at this 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 ensure that an ambulance or other professional medical help is called.

#### Special educational needs and disabilities coordinator

##### **Special educational needs coordinators at this school have the responsibility to:**

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

#### Local healthcare professionals

##### **Individual specialist healthcare professionals caring for pupils who attend this school, have a responsibility to:**

- complete the pupil's Healthcare Plans provided by parents
- where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self-manage their condition
- ensure the child or young person knows how to take their medication effectively
- ensure children and young people have regular reviews of their condition and their medication
- provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents)
- understand and provide input in to the school's medical conditions policy.

#### Pupils

##### **The pupils at this school have a responsibility to:**

- treat other pupils with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- let any pupil take their medication when they need it, and ensure a member of staff is called
- treat all medication with respect
- know how to gain access to their medication in an emergency
- if mature and old enough, know how to take their own medication and to take it when they need it
- ensure a member of staff is called in an emergency situation.

## Parents/Carers

### **The parents of a child at this 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
- 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 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
- provide the school with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

## **Liability and Indemnity**

The Governing Body will ensure that an appropriate level of insurance is in place. Copies of the Public and Products Liability Section Endorsement - Health Care Extension are available from the School Office.

This school's medical condition policy is reviewed, evaluated and updated every year in line with the school's policy review timeline.

Further advice and resources:

<p>The Anaphylaxis Campaign PO Box 275 Farnborough Hampshire GU14 6SX Phone 01252 546100 Fax 01252 377140 info@anaphylaxis.org.uk www.anaphylaxis.org.uk</p>	<p>Asthma UK Summit House 70 Wilson Street London EC2A 2DB Phone 020 7786 4900 Fax 020 7256 6075 info@asthma.org.uk www.asthma.org.uk</p>	<p>Diabetes UK Macleod House 10 Parkway London NW1 7AA Phone 020 7424 1000 Fax 020 7424 1001 info@diabetes.org.uk www.diabetes.org.uk</p>
<p>Epilepsy Action New Anstey House Gate Way Drive Yeadon Leeds LS19 7XY Phone 0113 210 8800 Fax 0113 391 0300 epilepsy@epilepsy.org.uk www.epilepsy.org.uk</p>	<p>Long-Term Conditions Alliance 202 Hatton Square 16 Baldwins Gardens London EC1N 7RJ Phone 020 7813 3637 Fax 020 7813 3640 info@ltca.org.uk www.ltca.org.uk</p>	<p>Department for Children, Schools and Families Sanctuary Buildings Great Smith Street London SW1P 3BT Phone 0870 000 2288 Textphone/Minicom 01928 794274 Fax 01928 794248 info@dcsf.gsi.gov.uk www.dcsf.gov.uk</p>
<p>Council for Disabled Children National Children's Bureau 8 Wakley Street London EC1V 7QE Phone 020 7843 1900 Fax 020 7843 6313 cdc@ncb.org.uk</p>		

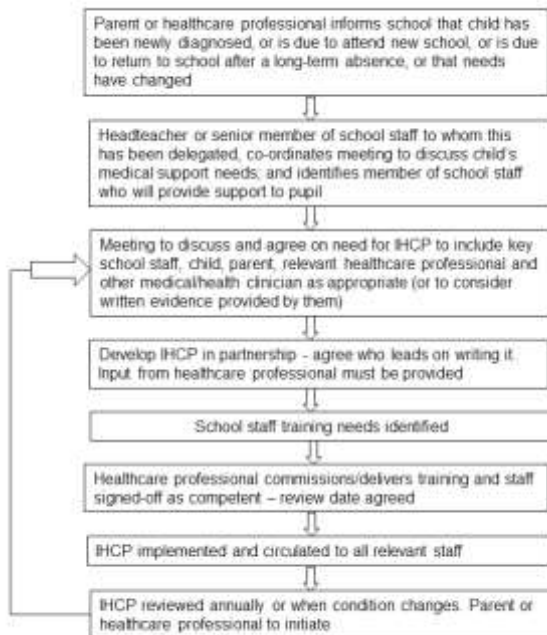
**Review Date:**

**Next Review Date:**

**Chair of Governors:** ÖÖÖÖÖÖÖÖÖÖÖÖÖÖ

**Headteacher:** ÖÖÖÖÖÖÖÖÖÖÖÖÖÖÖÖ.

## Medical Conditions Flow Chart



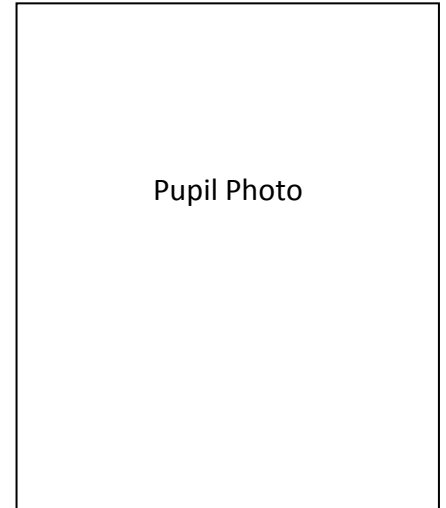
**Appendix 1 – Form 1**

**HEALTH CARE PLAN FOR A PUPIL WITH MEDICAL NEEDS**

Hatherop C of E Primary School

**Pupil Details**

Pupil Name:
Date of Birth:
Details of Condition:
Class:



**Contact Information**

<b>Family Contact 1</b>	<b>Family Contact 2</b>
Name:	Name:
Home Phone Number:	Home Phone Number:
Work Phone Number:	Work Phone Number:
Mobile Phone Number:	Mobile Phone Number:
Relationship:	Relationship:

**Clinic/Hospital Contact**

**G.P**

Name:	Name:
Phone Number:	Phone Number:

**Date of Health & Safety Risk Assessment carried out by School:**

**Names of School Staff who have volunteered to be involved in this child's care:**

- |           |           |
|-----------|-----------|
| <b>1.</b> | <b>3.</b> |
| <b>2.</b> | <b>4.</b> |

**Outline of procedure/condition requiring management:**

Describe condition and give details of pupil's individual symptoms:
Describe treatment required:

**Signature(s):** ..... **Date:** .....

**Relationship to pupil:** ..... **Date:** .....

**Headteacher:** ..... **Date:** .....

**School Health Nurse:** ..... **Date:** .....

- Copy to:**
- Parents
  - School
  - GP/Consultant
  - School Health Team

**Appendix 1 – Form 2**

**Hatherop C of E Primary School**

**Medication Form**

*The school is unable to give your child medicine unless you complete and sign this form and the Headteacher has agreed that school staff can administer medicine.*

**Pupil Details:**

<b>Name</b>		<b>Date of Birth</b>	
<b>Address</b>			
<b>Condition of Illness</b>			

**Medication:**

<b>Name/type of medication</b>	
<b>For how long will your child take this medication</b>	
<b>Date medication dispense</b>	

**Full directions for use:**

<b>Dosage and method</b>	
<b>Timing (when to give and frequency)</b>	
<b>Special precautions</b>	
<b>Side effects</b>	
<b>Self-administration (Yes/No)</b>	
<b>Procedures to take in an emergency</b>	
<b>Any other instructions</b>	

**Contact Details:**

<b>Name</b>	
<b>Relationship to pupil</b>	
<b>Daytime phone number</b>	
<b>Address</b>	

*The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school staff to administer or to supervise the self-medication in accordance with the School and LEA guidelines. I will inform the school in writing immediately if there is any change in dosage or frequency of the medicine. I also give consent for appropriate medical attention to be sought as required in an emergency.*



.....

**Offsite Visits Personal & Medical Information and Parental Consent Form  
CONFIDENTIAL  
VISIT DETAILS**

Description of Activity.....  
 Departure and Return Dates..... to.....  
 Venue.....

**INFORMATION FOR PARENTS/GUARDIANS/CARERS**

Please complete the questions below and sign the consent. The personal and medical information requested is vital to ensure that appropriate care and support is available for each child. Please consult your family doctor if you are unsure about the suitability of a visit. Medical conditions will not necessarily exclude any child from participating in activities, but leaders should be made aware of anything that might affect the safety/welfare of this child or others in the group.

**PERSONAL DETAILS**

Name of Child..... Date of Birth.....  
 Address.....  
 .....  
 Postcode.....  
 Parent(s)/Guardian(s) Names:.....  
 Address (if different from above).....  
 .....  
 Postcode.....  
**Telephone Numbers:**  
 Day.....  
 Evening.....  
 Mobile.....  
**Additional Emergency Contact:**  
 Name.....  
 Relationship.....  
 Telephone Number(s).....

**DIETARY INFORMATION**

If this child has any specific dietary needs (e.g. vegetarian), please give details here:

**MEDICAL or SPECIAL NEEDS**

Please provide all relevant information which will enable the Visit Leader to safely care for this child:

Does this child have any significant allergies (including to medication)?	Yes	No
Does this child have any medical conditions, impairments, or disabilities?	Yes	No
Has this child had any recent significant illnesses or injuries?	Yes	No
If a residential visit, does this child have any night-time tendencies (e.g. sleepwalking, nightmares, bed-wetting) which might cause him/her concern?	Yes	No

If the answer is “yes” to any of the above questions, please give full details below (use an additional sheet if necessary):

**PERSONAL MEDICATION**

It is important that this child is accompanied by any medication necessary, and that leaders are fully informed. Please make sure that there is sufficient medication, and that it is clearly labelled.

Name of medication	Dosage	Time and Frequency or circumstances to be given	Method of Administration

Please state any special precautions, or side effects of medication (if applicable):

**I give my consent\*** for a member of staff to administer the above medication which I will deliver to the Visit Leader before the visit, together with clear labels and instructions. I understand that the staff leading the visit are not qualified medical practitioners, but that they will take reasonable care in the administration of the medication.

**I give my consent\*** for this child to self-administer the above medication.

(\*delete as applicable)

To the best of your knowledge, has this child been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be, or become, contagious or infectious?	Yes	No
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If yes, please give brief details:

Please inform the school should this child be in contact with any infectious illness in the four weeks prior to the visit departure date.

**MINOR MEDICAL TREATMENT**

Young people sometimes need minor medical treatment for conditions such as headaches, rashes, coughs & colds, insect bites, etc. If necessary, with your permission, staff will treat these ailments with the following “off the shelf” products which are commonly available from most chemists:

Paracetamol, throat lozenges, cough mixture, antiseptic cream, calamine lotion, antiseptic wipes, hypoallergenic adhesive plasters, witch hazel, insect bite antihistamine, suncream.

Are you willing to allow for this child to be given such products, if required?	Yes	No
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**EMERGENCY MEDICAL TREATMENT DURING VISITS**

**I consent** to any emergency treatment necessary. I therefore authorise the Visit Leader(s) to sign, on my behalf, any written form of consent required by the hospital authorities should medical treatment (a surgical operation or injection) be deemed necessary and if it has not been possible to contact me beforehand.

**PARENT/CARER/GUARDIAN DECLARATIONS and CONSENT**

- I am legally responsible for the care of the child mentioned above.
- I have listed all relevant medical or other conditions concerning this child that might affect the duty of care expected during an educational visit.
- I undertake to inform the Visit Leader/Headteacher (in writing) of any changes in the medical or other circumstances of this child before the date of departure.

Signature.....Date.....

Name.....

A copy of this form may be returned to parent/guardian by the school, once received and signed, if requested.