



Staplehurst School

Supporting Pupils with Medical Conditions Policy

Policy reviewed and approved by the Full Governing Body

Policy to be next reviewed

Designated Members of Staff

The Designated Safeguarding Lead (DSL) is Lucy Wall, Headteacher

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Contents

Supporting Pupils with Medical Conditions Policy	1
Introduction	3
Definitions of Medical Conditions	4
Roles and responsibilities	4
Equal opportunities	7
Notification Procedure	7
Asthma	7
Individual healthcare plans	8
Staff training and support	9
The child's role in managing their own medical needs	10
Managing medicines on school premises and record keeping	10
Intimate Care	11
Emergency procedures	11
Day trips, residential visits, and sporting activities	12
Data Protection	12
Issues for further consideration or review at a later date	12
Unacceptable practice	12
Liability and indemnity	13
Complaints	13
Monitoring & Reviewing	13
Further sources of information here	13
Annex A: Model process for developing individual healthcare plans	14
Template A: individual healthcare plan	15
In conjunction with the setting policy and procedure regarding the administering of medication reflecting the statutory requirements within the EYFS 2021, we, the undersigned consent to this agreement.	17
Template B: Parental Agreement for Administering Medicine	19
Template C: record of medicine administered to an individual child	20

Introduction

This policy aims to ensure that:

- Pupils, staff and parents/carers understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The named person with responsibility for implementing this policy is Jack Tate, Deputy Head for Inclusion.

This policy is written in line with the requirements of:

- Children and Families Act 2014 - Section 100
- [Supporting pupils at school with medical conditions: statutory guidance for governing bodies of maintained schools and proprietors of academies in England, DfE Dec 2015](#)
- 0-25 SEND Code of Practice, DfE 2014
- Mental Health and behaviour in schools: departmental advice for school staff, DfE June 2014
- Equalities Act 2010
- Schools Admissions Code, DfE 1 Feb 2010

This policy should be read in conjunction with the following school policies

- SEN Policy / SEN Information Report,
- Safeguarding Policy,
- Educational Visits policy,
- Complaints Policy,
- Data Protection and Record Retention Policy

This policy was developed with staff and governors and will be reviewed annually.

Definitions of Medical Conditions

Pupils' medical needs may be broadly summarised as being of two types:-

Short-term affecting their participation at school because they are on a course of medication.

Long-term potentially limiting access to education and requiring on-going support, medicines or care while at school to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances.

It is important that parents\carers feel confident that the school will provide effective support for their child's medical condition and that pupils feel safe.

Some children with medical conditions may be considered disabled. Where this is the case governing bodies **must** comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement or Education, Health and Care Plan (EHCP). Where this is the case, this policy should be read in conjunction with the 0-25 SEND Code of Practice and the school's SEN policy / SEN Information Report and the individual healthcare plan will become part of the EHCP.

Roles and responsibilities

The governing body remains legally responsible and accountable for fulfilling their statutory duty for supporting pupils at school with medical conditions. The governing body of Staplehurst School fulfil this by:

- Ensuring that arrangements are in place to support pupils with medical conditions. In doing so we will ensure that such children can access and enjoy the same opportunities at school as any other child;
- Taking into account that many medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others and therefore the focus is on the needs of each individual child and how their medical condition impacts on their school life;
- Ensuring that the arrangements give parents\carers and pupils confidence in the school's ability to provide effective support for medical conditions, should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. We will ensure that staff are properly trained to provide the support that pupils need;
- Ensuring that no child with a medical condition is denied admission, or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with safeguarding duties, we will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases, and reserve the right to refuse admittance to a child at times where it would be detrimental to the health of that child or others to do so;
- Ensuring that the arrangements put in place are sufficient to meet our statutory duties and ensure that policies, plans, procedures and systems are properly and effectively implemented;
- Developing a policy for supporting pupils with medical conditions that is reviewed regularly and accessible to parents\carers and school staff (this policy);
- Ensuring that the policy includes details on how the policy will be implemented effectively, including a named person who has overall responsibility for policy implementation (see section below on policy implementation);

- Ensuring that the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition (see section below on procedure to be followed when notifications is received that a pupil has a medical condition);
- Ensuring that the policy covers the role of individual healthcare plans, and who is responsible for their development, in supporting pupils at school with medical conditions (see section below on individual healthcare plans);
- Ensuring that the school policy clearly identifies the roles and responsibilities of all those involved in arrangements for supporting pupils at school with medical conditions and how they will be supported, how their training needs will be assessed and how and by whom training will be commissioned and provided (see section below on staff training and support);
- Ensuring that the school policy covers arrangements for children who are competent to manage their own health needs and medicines (see section below on the child's role in managing their own medical needs);
- Ensuring that the policy is clear about the procedures to be followed for managing medicines including the completion of written records (see section below on managing medicines on school premises);
- Ensuring that the policy sets out what should happen in an emergency situation (see section below on emergency procedures);
- Ensuring that the arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so (see section on day trips, residential trips and sporting activities);
- Ensuring that the policy is explicit about what practice is not acceptable (see section on unacceptable practice);
- Ensuring that the appropriate level of insurance is in place and appropriate to the level of risk (see section on Liability and Indemnity);
- Ensuring that the policy sets out how complaints may be made and will be handled concerning the support to pupils with medical conditions (see section on complaints).
- Ensure that school staff are appropriately insured and aware that they are insured to support pupils in this way

The Deputy Headteacher for Inclusion

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 child's condition
- Take overall responsibility for the development of IHPs
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of 1 person.

Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

Teachers will consider the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Parents/carers

Parents/carers 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

Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils 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.

School nurses and other healthcare professionals

Kent school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil 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 nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in 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 pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents/carers and any relevant healthcare professionals will be consulted.

Notification Procedure

For children being admitted to Staplehurst School for the first time with good notification given, the arrangements will be in place for the start of the relevant school term. In cases other cases, such as a new diagnosis or a child moving to Staplehurst School mid-term, we will make every effort to ensure that arrangements are put in place within two weeks.

In making the arrangements, we will take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. We also acknowledge that some may be more obvious than others.

Staplehurst School does not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on available evidence. This would normally involve some form of medical evidence and consultation with parents/carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place. These discussions will be led by the Deputy Head Inclusion and the Family Liaison Officer, following which an individual healthcare plan will be written in conjunction with the parents/carers and put in place.

See Appendix 1

Asthma

Parents\carers of pupils with Asthma will be asked to complete the school's 'Asthma Register & Parental Agreement for Administering Medicine', which will record individual pupil's treatment, triggers and signs of attack. This will be updated annually (every September). Parents will be reminded at that time that any changes to the form during the year must be reported to school. The 'Record of Asthma Medicine Administered to an Individual Child' will be kept with the pupil's inhaler and updated annually (every September).

Asthma UK advise that high risk pupils (e.g. those that have hospital admission, regularly miss school or need to use a reliever inhaler frequently) may need an Individual Healthcare Plan and parents\carers will be asked for a copy of the pupil's [asthma action plan](#) which is completed by their healthcare professional.

Individual healthcare plans

Individual healthcare plans will help to ensure that Staplehurst School effectively supports pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all children will require one. The school, healthcare professional and parents/carers should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached the Headteacher is best placed to take a final view. A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan is provided at annex A.

Individual healthcare plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the child effectively. The level of detail within the plan will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEN but does not have a statement of EHC plan, their special educational needs should be mentioned in their individual healthcare plan.

Individual healthcare plans (and their review) should be drawn up in partnership between the school, parents/carers and a relevant healthcare professional e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate. The aim should be to capture the steps which Staplehurst School should take to help manage their condition and overcome any potential barriers to getting the most from their education. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school.

Staplehurst School will ensure that individual healthcare plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed and reviewed with the child's best interests in mind and ensure that Staplehurst School assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption. Where a child is returning to school following a period of hospital education or alternative provision, we will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

Template A provides a basic template for the individual healthcare plan, and although this format may be varied to suit the specific needs of each pupil, they should all include the following information:

- The medical condition, its triggers, signs, symptoms and treatments;
- The pupil'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 pupil'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 (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;

- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child'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 child's condition and the support required;
- Arrangements for written permission from parents/carers for medication to be administered by a member of staff, or self-administered by the pupil during school hours;
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate eg, risk assessment;
- Where confidentiality issues are raised by the parents/carers, child, the designated individual to be entrusted with information about the child's condition; and
- What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Staff training and support

A list of first aiders can be found in Reception, the Staffroom and by each First Aid box:

- Outside Year 6 toilets
- Outside Rooms 11/12
- Outside Rooms 8/9
- Outside Rooms 6/7
- Early Years Area
- Children's Kitchen

Template D will be used to record staff training for administration of medicines and /or medical procedures.

All staff who are required to provide support to pupils for medical conditions will be trained by healthcare professional qualified to do so. The training need will be identified by the healthcare professional during the development or review of the individual healthcare plan. The school will arrange the training and will ensure that it remains up-to-date.

Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements set out in the individual healthcare plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff must not undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans). A first aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the school nurse, can provide confirmation of proficiency of staff in a medical procedure, or in providing medication (see Template D). Staff supporting pupils with asthma will undertake [Education for Health training module](#).

All staff will receive induction training and regular whole school awareness training so that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing the policy. The school will seek advice from relevant healthcare professions about training needs, including preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

The family of a child will often be key in providing relevant information and ongoing training to

school staff about how their child's needs can be met, and parents\carers will be asked for their views. They should provide specific advice but should not be the sole trainer.

The child's role in managing their own medical needs

If, after discussion with the parents/carers, it is agreed that the child is competent to manage their own medication and procedures, they will be encouraged to do so. This will be reflected in the individual healthcare plan.

Wherever possible children will be allowed to carry their own medicines and relevant devices or should be able to access their medication for self-medication quickly and easily. Staplehurst School does also recognise that children who take their medicines themselves and/or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents\carers will be informed so that alternative options can be considered.

Managing medicines on school premises and record keeping

At Staplehurst School the following procedures are to be followed:

- No child will be given prescription or non-prescription medicines without their parent's written consent - except in exceptional circumstances
- Over the Counter (OTC) non-prescription medicines may be administered by staff when authorised by parents, if the parents consider it necessary.
- A child should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed.
- Medicines should be brought to the School Office by the parents/carers. Children are not permitted to carry any medicines in their bags, although Year 6 children, with parental consent, are allowed to bring in paracetamol for the alleviation of menstrual discomfort. This paracetamol can be stored securely in the Year 6 area.
- **All medicines brought to school must be in the original packaging, as dispensed by the pharmacy.**
- Parents/carers will be asked to complete a Parental Agreement for Administering Medicine Form (Template B), which will record the name of the medication, expiry date, dosage and method, timing, special precautions / other instructions, side effects, whether the child can self-administer and procedures to take in an emergency.
- The school will maintain a Record of Medicine Administered (Template C), which will record date, time given and member of staff administering the medication
- School staff will endeavour to follow the instructions given, but cannot guarantee to administer the medicine at a specified time. If it is crucial that the medicine is given at a precise time, we suggest the parents/carers comes in to School to administer the medicine themselves.
- It must be stressed that, although the school staff are happy to co-operate with parents/carers, neither school staff nor the school can accept liability if the medicine is not administered in accordance with instructions.
- Eye, ear drops and skin creams will NOT be administered by the school staff for safety reasons.

If your child is able to self-administer these types of medication may be brought into school in line with these procedures.

- Inhalers must be clearly marked with the child's name and sent into school. They will be kept in a plastic wallet with a copy of the 'Record of Asthma Medicine Administered to an Individual Child'. Children should know where their inhaler is kept and have immediate access to it. Inhalers are stored safely close to the child's classroom. Each child's needs are different, so consultation between school staff and parents/carers is vital. The school has emergency asthma inhalers on site which can be used for those pupils prescribed with an inhaler subject to parental approval being obtained before use.
- Epi-pens should be clearly marked with the child's name and sent into school. Epi-pens are stored safely close to the child's classroom. Each child's needs are different, so consultation between school staff and parents/carers is vital.
- Cough sweets and throat lozenges are not considered medicine, unless written instructions are received from a doctor stating otherwise. They are kept in the office and are available at break and lunchtimes.
- Sun cream must be applied by parents\carers before school or by the children themselves. Bottles should be named and passed straight to the class teacher. School staff are not permitted to apply sun cream. And children are not allowed to apply sun cream to other children
- During school trips the first aid trained member of staff will carry all medical devices and medicines required;
- A child who had been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Otherwise we will keep all controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff will have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in the school;
- When no longer required, medicines should be returned to the parents/carers to arrange safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

Intimate Care

The school will have a written Personal Care Plan for any pupil who could be expected to require intimate care. The parents/carers (and pupils if age appropriate) will be actively consulted about their child's care plan. In drawing up the Personal Care Plan the school will refer to the ["Guidance for safer working practice for those working with children and young people in education settings" October 2015.](#)

Emergency procedures

The school will ensure that arrangements are in place for dealing with emergencies for all school activities wherever they take place, including school trips within and outside the UK, as part of the general risk management process.

Where a child has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a child needs to be taken to hospital, staff should stay with the child until the parents\carers

arrives, or accompany a child taken to hospital by ambulance. Schools need to ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.

Where a pupil uses home-to-school transport arranged by the LA and they also have a medical condition which is life-threatening, we will share the pupil's individual healthcare plan with the local authority. The school will implement this, if applicable.

Day trips, residential visits, and sporting activities

We will actively support pupils with medical conditions to participate in day trips, residential visits and sporting activities by being flexible and making reasonable adjustments unless there is evidence from a clinician such as a GP that this is not possible.

We will always conduct a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions can be included safely. This will involve consultation with parents\carers and relevant healthcare professions and will be informed by Health and Safety Executive (HSE) guidance on school trips.

Data Protection

The School recognises its obligations under the General Data Protection Regulation and associated legislation and the rights of data subjects with regards to the personal data held on them. Please refer to the School's Data Protection Policy and Privacy Notice for further details.

Issues for further consideration or review at a later date

At its meeting on the 21 May 2019 the F&P Committee agreed to the purchase of at least two Adrenaline Auto-Injector (AAI) devices, for emergency use on children who are at risk of anaphylaxis but whose own device is not available or not working, in accordance with [DfE's guidance](#).

Unacceptable practice

Although staff at Staplehurst School should use their discretion and judge each case on its merit with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents\carers; or ignore medical evidence or opinion (although this may be challenged);
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone suitable;
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- Prevent pupils from drinking, eating or taking toilet breaks whenever they need to in order to

manage their medical condition effectively;

- Require parents\carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parents\carers should have to give up working because the school is failing to support their child's medical needs; or
- Prevent children from participating, or creating unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents\carers to accompany the child.
- Administer, or ask pupils to administer, medicine in school toilets

Liability and indemnity

We are a KCC maintained school and they provide a comprehensive insurance programme called Safehands Insurance Scheme.

Complaints

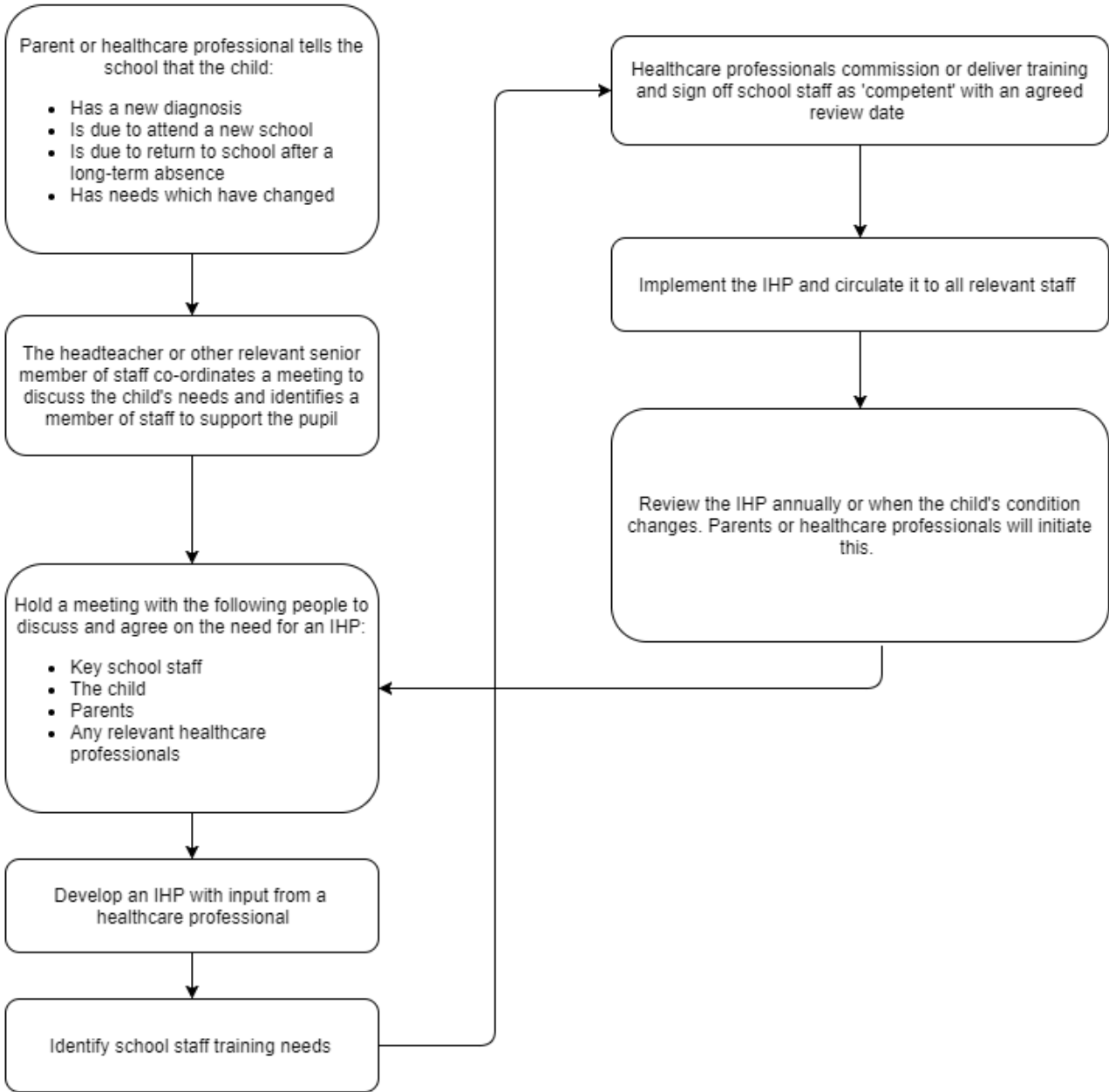
Should parents\carers be unhappy with any aspect of their child's care at Staplehurst School, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be addressed. If this does not resolve the problem or allay the concern, the problem should be brought to a member of leadership team, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parents\carers must make a formal complaint using the Staplehurst School Complaints Procedure.

Monitoring & Reviewing

All school staff and governors will have access to copy of this policy and will have the opportunity to consider and discuss significant changes to its contents, prior to the approval of the Governing Body being formally sought. This policy will be formally reviewed annually or in the light of changes to legal requirements.

Further sources of information [here](#)

Annex A: Model process for developing individual healthcare plans



Template A: individual healthcare plan

Individual Healthcare Plan

All interventions, treatments and administering of medication must be supported by professional evidence

Setting Name	
Child's name	<i>Insert photograph here</i>
Date of birth	
Address	
Key person	
Date of plan	Review date
Medical diagnosis/condition: (Confirmed by health professional)	

Family Contact Details	
Name	Contact details

Health Professionals Supporting the Child		
Type of professional (GP, hospital, consultant, clinic)	Name	Contact number

Named person providing support in the setting

Medical Needs

Describe the medical needs

Detail of child's symptoms, triggers and signs to look out for

Treatments

Name/type of medication	Expiry date
-------------------------	-------------

Dosage

Describe where the medication will be stored in the setting

Detail who will administer the medication (child under supervision/key person)

Side effects of the medication

Strategies required to meet the child's additional need

Daily care	Special precautions
------------	---------------------

Equipment	Risk assessment
-----------	-----------------

Adjustments to environment	Evacuation procedure		
	Early years PEEP completed	Yes	No

Medical Emergencies

What constitutes a medical emergency for your child?

What action should be taken if this should happen?

In the event of intervention by the emergency services who will accompany/support the child until the parent/carer arrives?

Who to contact in an emergency	
Name	Relationship
Emergency contact number	Mobile
Name	Relationship
Emergency contact number	Mobile
Name	Relationship
Emergency contact number	Mobile
Name	Relationship
Emergency contact number	Mobile

Training Log			
Staff/childminder name	Name of training	Date and delivered by	Review date

Agreement
 In conjunction with the setting policy and procedure regarding the administering of medication reflecting the statutory requirements within the EYFS 2021, we, the undersigned consent to this agreement.

Parent/carer signature	Key person signature
Print name	Print name
Date	Date

Monitoring and Review with Parent/carer	
Comments	
Date	Date of next review

Useful Links

https://www.kelsi.org.uk/_data/assets/word_doc/0005/27869/PEEP-Proforma-for-Early-Years-and-Primary-Schools.docx

This document is adapted from Supporting pupils at school with medical conditions (2015)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

Template B: Parental Agreement for Administering Medicine

Parental Agreement for Administering 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.

Name of school/setting	<REPORT PRODUCING SCHOOL>		<Photo 1400x1768>
Name of child	<Forename> <Surname>		
Group/class/form	Year:	<Year>	
	Reg:	<Reg>	
Date of birth	<DOB>		

Medical condition or diagnosis	Summary	Notes
<Description medical>	<Summary>	<Notes>

Medicine	
Name/type of medicine <i>(as described on the container)</i>	
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	

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

Family Contact Information	
Name	<Full name contact>
Daytime telephone no.	<Main Telephone contact>
Relationship to child	<Relationship with child>
Address	<AddressLine>
<i>I understand that I must deliver the medicine personally to</i>	

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 _____

Template C: record of medicine administered to an individual child

Record of Medicine Administered to an Individual Child

Name of school/setting	<REPORT PRODUCING SCHOOL>
Child's name	<Forename> <Surname>
Date medicine provided by parent	
Group/class/form	<i>Year:</i> <Year> <i>Reg:</i> <Reg>
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			

