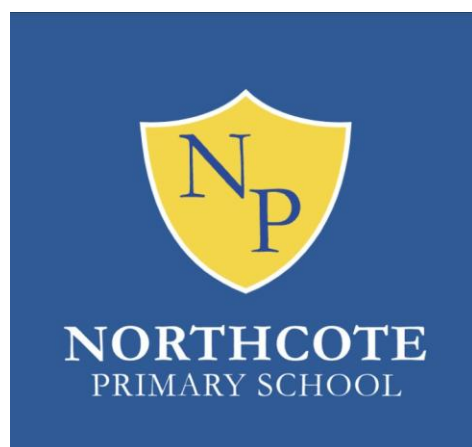


Northcote Primary



Supporting Pupils with Medical Conditions 2026-2027

Approved by:	Ms H Harris (Chair of Governors)	Date: Sept 2026
Last reviewed on:	Sept 2026	
Next review due by:	Sept 2027	

Contents

1. Useful Information
2. The Medical Register
3. Policy Aims
4. Medical Definitions
5. Responsibilities of Stake Holders
6. Equal Opportunities
7. Notification of Medical Health Condition
8. Individual Health Care Plans (IHCP)
9. Medications
10. Managing their own needs
11. Unacceptable Practice
12. Training
13. Record Keeping
14. Liability & Indemnity
15. Complaints
16. Monitoring Arrangements
17. Links to other policies
18. Appendices -
 - Appendix 1- Medical form
 - Appendix 2 Medical Dietary Alert Template
 - Appendix 3 -Administration of Medication Form
 - Appendix 4 Individual Health Care Plan Template
 - Appendix 5 Residential Medical Form
 - Appendix 6 EpiPen Administration / Permission Log Templates
 - Appendix 7 Inhaler Administration Permission

Important: The prime responsibility for a child's health lies with the parent / carer who is responsible for the child's medication and must supply school with all relevant information needed for proficient care to be given to the child. Northcote Primary School takes advice and guidance from a range of professionals to ensure medical needs of pupils are met.

Legislation:

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 pupils at their school with medical conditions.

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

1. Useful Information:

Northcote Primary School Contact Telephone Number: (0151) 284 1919

School Email: office@northcote.liverpool.sch.uk

Headteacher Email: g.anders@northcote.liverpool.sch.uk

Key staff overseeing the implementation of this policy:

1. Mrs G Langley - Assistant Headteacher, SENDCo
(g.langley@northcote.liverpool.sch.uk)
2. Ms S Purkis -School Business Manager / Health and Safety Lead
(s.purkis@northcote.liverpool.sch.uk)
3. Ms L McCulloch - Designated Safeguarding Lead / Pastoral Support
(l.mcculloch@northcote.liverpool.sch.uk).

In addition to key named staff above, office staff including; Ms D Turner and Ms C Meakin and Mr Gornell will provide admin / administration of medication support.

2. The Medical Register:

- Northcote Primary School keeps a complete register detailing any pupils with medical conditions. Mrs G Langley has responsibility for the medical register at school.
- In addition to Mrs Langley, identified members of staff including; Ms L McCulloch, Ms S Purkis, Ms D Turner and Ms C Meakin have responsibility for maintaining the

medical register and will follow up with parents if any medical information supplied requires further clarification, to organise meetings for those pupils who have individual health care plans and or if any further permissions are required for your child.

- Every September, a link to the school's Medical Information Form (see appendix 1) will be sent out to all parents and carers. School asks that all parents of children with medical conditions complete the form annually even if they have previously notified school of their child's medical condition. The purpose of annual renewal of information is to ensure that we have the most up to date / accurate information for your child held on the medical register.
- Individual Health Care Plans (IHCP) are not to be confused with an Educational Health Care Plan (EHCP). An **Individual Health Care Plan** is a document which provides detailed information of a child's diagnosis, contact information for parents / carers, contact information for professionals involved with your child, triggers and symptoms associated with your child's condition, daily care requirements, clarification around administration of medication, specific arrangements required for school trips and emergency procedures to be followed.
- It is important to note that all pupils with medical / dietary needs will be added to the Medical Register however not all pupils on the medical register will require an Individual Health Care Plan.
- If your child requires an Individual Health Care Plan, Mrs Langley will contact parents individually to arrange an appointment to generate this for your child. Professionals, parents and pupils are involved in this process.

3. Policy Aims

Northcote Primary School wishes to provide a fully inclusive education for those pupils with a medical condition. It is important that the correct procedures and protocols are in place to enable pupils with long term medical conditions to attend school / ensure minimal disruption to their education.

The purpose of this policy is to:

- Ensure that pupils with medical conditions are well supported in school and have full access to education, including school trips, physical education and enrichment activities.
- Ensure pupils, staff and parents / carers understand how we support pupils with medical conditions.
- Ensure clarification around holding and administration of medications at school.
- To develop staff knowledge and training in all areas necessary for our pupils

4. Medical Definitions:

A long-term medical condition is one that normally spans more than year, with acute episodes that require ongoing support and involves the need for medication and or care whilst at school. The condition will need to be monitored and could require immediate intervention in emergency situations. Common examples of long term medical conditions include: *asthma, epilepsy, and diabetes, but also conditions like cystic fibrosis, cerebral palsy, etc.*

A short-term illnesses are acute conditions, such as common colds, the flu, food poisoning, or minor injuries, etc. that develop quickly and last for a limited time, typically a few days to a few weeks.

Allergies: An allergy is where your body reacts to something that's normally harmless like pollen, dust or animal fur. The symptoms can be mild but for some can be very serious.

Intolerance: A food intolerance is when you have difficulty digesting certain foods or ingredients in food. It's not usually serious but eating food you're intolerant can make you feel unwell.

- Some children with medical conditions may be disabled. Where this is the case the Governing Body must comply with their duties under the Equality Act 2010.
- Some children may also have special educational needs and or disabilities (SEND) and have an Educational Health Care Plan in place (EHCP), which brings together both Health and social care needs as well as their special educational provision. For children with SEND this guidance should be read in conjunction with the SEND code of practice and the local authority's Local Offer.

5. Responsibilities of Stake Holders:

The Governing Body

The school's Governing body has a responsibility to:

- uphold the Equality Act 2010 and make any reasonable adjustments.
- ensure that arrangements are in place to support pupils with medical conditions (plans and suitable accommodation). In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child.
- take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening and therefore focuses on the needs of the individual child/young person.
- consider how the child/young person will be reintegrated back into school after periods of absence.
- consider that children/young people with medical conditions are entitled to full-time education and should not be denied admission, however, in line with Safeguarding duties.
- ensure the supporting pupils with medical conditions is effectively implemented,

monitored and evaluated and updated in line with the school policy review timeline

- ensure all parents are fully aware and understand their responsibilities.

The Headteacher:

The school's Headteacher has a responsibility to:

- ensure the school puts the policy into practice and develop detailed procedures and effectively implemented with partners.
- liaise between interested parties including child/young people, school administration staff, teaching staff, SLT Team, SENCO, pastoral support staff, teaching assistants, school nurses, parents, governors, the school health service, the Local Authority and local emergency services and seek advice when necessary.
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using a child/young person's individual healthcare plan by issuing medical information form annually.
- ensure child/young person's confidentiality.
- assess quality assured training and support the development needs of staff and arrange for them to be met via formally commissioned arrangements.
- ensure all supply teachers and new staff are briefed and know the medical conditions policy.
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical register. ([See useful information for staffing responsibilities](#))
- monitor and review the policy at least once a year, with input from child/young people, parents, staff and external stakeholders (including healthcare professionals) and update according to review recommendations and recent local and national guidance and legislation.

[Please see the accompanying 'First Aid Policy' on the school website.](#)

The SENDCo

The SENDCO at the school has responsibility to:

- help oversee the successful implementation of this policy.
- help update the school's medical conditions policy.
- know which children/young people have a medical condition and which have special educational needs because of their condition.
- ensure if a child has an EHC Plan their medical conditions are linked and become a part of this statutory document.
- be the key member OR liaise with other staff to ensure children/young people with medical conditions continue to make expected progress.
- ensure teachers make the necessary arrangements and make reasonable adjustments if a child/young person needs special consideration or access arrangements in exams or course work

Our Designated Safeguarding Lead and Pastoral Support Staff

The DSL/pastoral support staff at the school have the responsibility to:

- help oversee the successful implementation of this policy.
- help update the school's medical conditions policy.
- know which child/young people have a medical condition and which have special educational needs because of their condition.
- monitor children/young people's attendance and punctuality and consider additional support and planning with the SENDCO.
- ensure all children/young people with medical conditions are not excluded unnecessarily from activities they wish to take part in

All Staff:

All staff at the school have the responsibility to:

- be aware that supporting pupils with medical conditions is everyone's responsibility and any member of staff may be asked to provide support to pupils with medical conditions, including the administration of medication.
- Understand common conditions Asthma, Epilepsy, Diabetes, etc.
- know which children / young people in their care have a medical condition, are on the medical register and or have an Individual Education Health Care Plan in place.
- allow children / young people to have immediate access to their emergency medication.
- maintain effective communication with parents ensuring parents / carers are informed if their child has been unwell in school at the earliest opportunity.
- be aware of potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency by receiving whole school awareness training.
- be aware that medical conditions can affect a child/ young person's learning and provide extra help when a child or young person needs it.
- ensure children have the necessary medication accompanying them when they go on a school visit or out of the classroom. Staff to carry first aid kits, individual medications for specific children, spare Epi pen / Inhaler and copies of Individual Health Care Plans on any out of school visits. .
- ensure children / young people with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- ensure pupils / young people have the appropriate medication or food with them during PE sessions/ activities which involve physical movement and allow children to take when needed.
- be aware of children and young people with medical conditions who may be vulnerable socially or may need extra support
- be mindful of pupil's privacy particularly when administering medications on school trips, ensuring access to private room / area where possible. Radar key is available in the school office.
-

Trained First Aiders:

Trained First Aiders First aiders at the school have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- when necessary, ensure that an ambulance or other professional medical help is called.

Parents and Carers

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

- notify school if their child has a medical condition with immediate effect. Parents should notify both class teacher and complete '**Medical Information Form**' which can be obtained via the school office or alternatively access the link on the school website.
- provide annual update via completion of '**Medical Information Form**'. This will be sent out automatically to all parents annually however parents are asked to report any in year changes in the same way.
- provide school with a copy of any Individual Health Care plans that have been generated by specialists / external services involved in your child's care.
- inform school any prescribed medications their child requires during school hours.
- inform the school of any medication their child requires while taking part in educational visits or residential visits, especially when these include overnight stays.
- advise school about any changes to their child's medication, what they take, when, and how much.
- ensure their child's medication and medical devices are clearly labelled with their child's full name and date of birth and provide a spare with the same information.
- ensure that their child's medication is in date and provide replacement copy in advance of expiry date.
- inform the school if your child is feeling unwell.
- ensure their child catches up on any schoolwork they have missed.
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional and information that will require the school to support your child is passed on to them.
- be fully involved in the development and review of their child's IHCP including attending initial and annual review meetings, providing copies of medical information from health professionals
- ask professionals to copy school into correspondence relevant to their child's health condition to ensure school have up to date information.
- 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.

External Services / Health Professional Involvement:

The school nurse and others from the local Health Community and services who work with the school have a responsibility to:

- co-operate with school to support children/young people with medical conditions.
- be aware of the needs and training the school staff need in managing the most common medical conditions at school.
- provide information about where the school can access other specialist training or

alternatively provide training if this has been locally developed.

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

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

6. Equal opportunities

Northcote Primary 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.

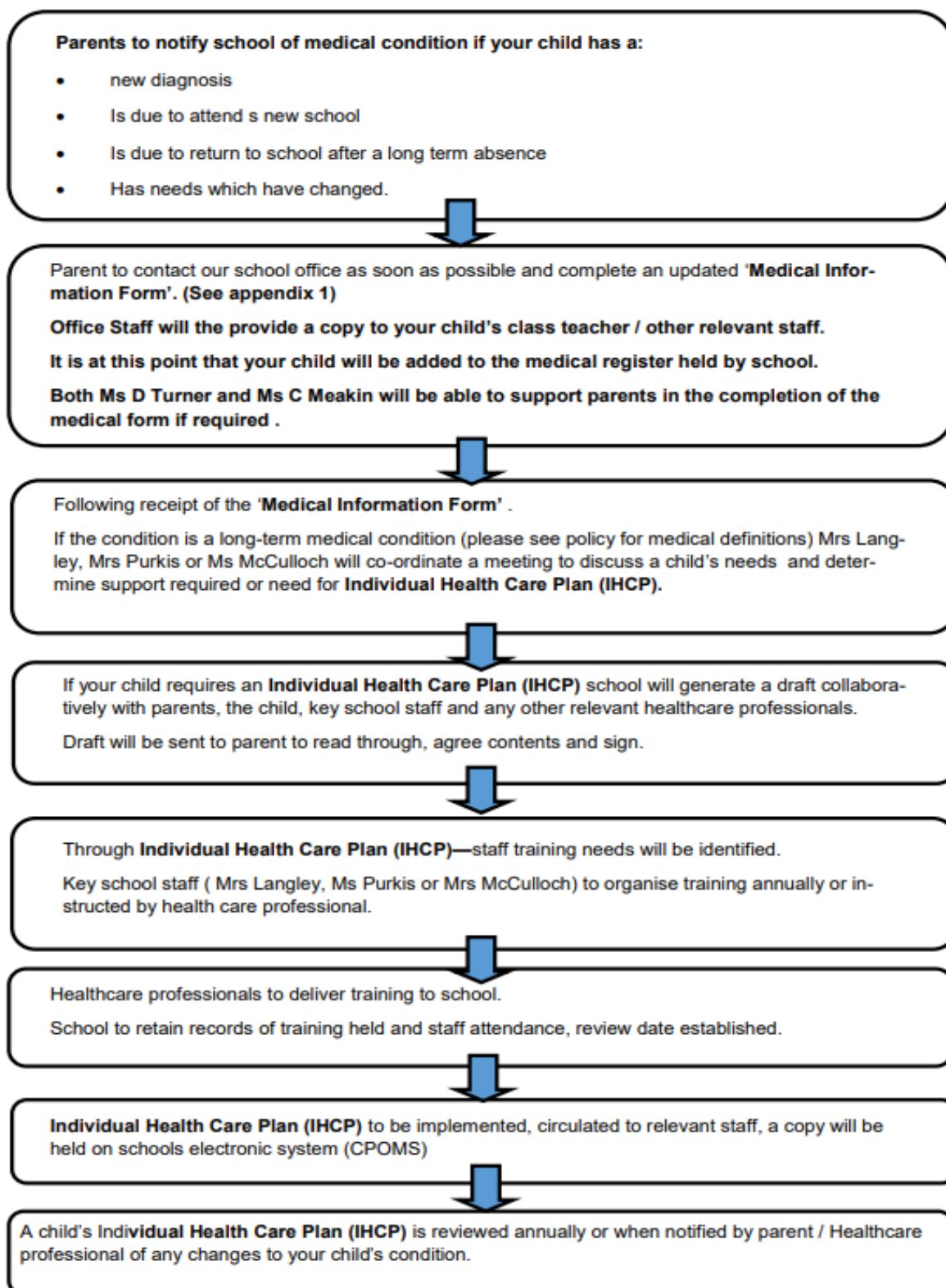
Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents/carers and any relevant healthcare professionals will be consulted.

7. Notification of a Medical Conditions

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil's information will be added to the medical register or whether an Individual Health Care Plan (IHCP) will be required.

The school will make every effort to ensure that arrangements are put into place as soon as possible, or by the beginning of the relevant term for pupils who are new to our school.

Notification of Health Condition Procedure:



8. Individual Health Care plans (IHCPs)

Individual Health Care Plans:

- The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to Mrs G Langley (Assistant Headteacher, SENDCo / Medical Lead)
- Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.
- Plans will be developed with the pupil's best interests in mind and will include:
 - Details of your child's medical condition. / diagnosis
 - Details of any medication / treatment and or daily care requirements
 - Emergency contact information for both parents and Health care professionals.
- Not all pupils with a medical condition will require an IHCP. It will be agreed with a healthcare professional and the parents/carers when an IHCP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.
- Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.
- IHCPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has special educational needs (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 headteacher / role of the individual with responsibility for developing IHPs, will consider the following when deciding what information to record on IHPs:
 - 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, including in emergencies. If a pupil is self-managing their medication, this will 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 pupil'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 pupil's condition and the support required
- Arrangements for written permission from parents/carers and the headteacher 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 pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/carer or pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact and contingency arrangements

9. Medication in school

- Pupils will not be able to carry any medication in school. No pupil is allowed to carry any nonprescription drugs in school; this is to ensure that no pupil unwittingly or otherwise gives another pupil his or her medication.

The National Service Framework encourages prescribers to explore medicines which:

- Need only be administered once a day or provide two prescriptions – one for home use, one for school/setting use, so that the medicine can be kept in the original containers when the illness is long-term.
- No child under 16 should be given prescription or non-prescription medicines without their parent's written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents.
- Northcote Primary holds training on common medical conditions regularly. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training. All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a record of staff who have had training.

Administration and Recording of Medication

- Initially, we would request that in the case of both prescription and non-prescription medications that these are administered by the parents/carers. We appreciate this may not always be possible therefore when a parent requests administration of medication, the form found in appendix 2 must be completed at the school office.

- Medication (other than EpiPens and asthma inhalers) is stored in a secure location (locked Cupboard or fridge where appropriate in the school office. Epi Pens and Inhalers are kept with the children in the classroom.
- When a child takes medication the dose and time are recorded.
- Younger children with spacers for their inhalers may need supervision by staff in order to ensure they are used appropriately.
- When the administration of non-emergency medication is required, staff may exercise their voluntary right to not administer, this right maybe selective on the grounds of the type of medication in question. In this instance, any medication administered would be overseen by either Ms Meakin, Mrs Turner or Mrs Purkis, or in the event of absence Mrs Langley.
- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- Prescription medicines must be in date, labelled, in the original container including prescriber's instructions re administration, dosage and storage. **No prescription medicine will be administered that is not in its original prescribed packaging.**
- Parents/carers should be encouraged to look at dose frequencies and timing so that if possible medicines can be taken out of school hours.
- Parents/carers can ask doctors for timed-release medication for a minimum number of daily doses.

Prescription Medication Please note the following for prescription medication:

Named members of staff: (Ms Turner, Ms Meakin, Mrs Purkis, Mrs McCulloch and Mrs Langley) may administer such a drug to whom it has been prescribed, according to the instructions.

- Prescription drugs will be returned to the parents when no longer required. Parents/carers are responsible for the disposal of any remaining prescription drugs (should be taken to pharmacist).
- Medicines must always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

Non-Prescription Medication

Unless there is written confirmation from a GP that this has been agreed, no non-prescription drug will be administered on a regular basis. Medicines containing aspirin or paracetamol (this includes Calpol) will only be given if prescribed by a doctor.

Epipens

EpiPens are stored in clear plastic boxes with the picture of the child on the outside and the care plan enclosed. Parents/carers have the responsibility of checking whether the

medication is in date, however this will also be checked annually by school staff when the children change class.

- The school holds spare epipens, permission to use these is sought in writing from parents whose children are known to be anaphylactic (See the DoH 'Guidance on the use of adrenaline auto-injectors in schools).
- A register of pupils who have been prescribed an epipen is kept in a central location ▪ When a child starts at Northcote Primary School they are also given a Medical information form to complete which requests information for both medical and dietary.
- **Dietary alerts** are created by school staff which include:
 - the child name
 - photograph
 - Allergy Information
 - Emergency contact information.

Copies of medical / dietary alerts are laminated and provided to kitchen staff.

In addition, staff are asked to ensure any pupils who have alternative dietary requirements are positioned at the front of the line when entering the lunch hall to support identification.

Asthma

- Children with asthma should have easy access to their inhaler.
- Inhalers for children should be clearly labelled and kept in the red 'First Aid' bag situated next to the classroom door for ease of identification.
- Inhalers should not be locked away.
- The only inhaler a child should have at school is their blue inhaler (and accompanying spacer if necessary), which is the relief inhaler. Other inhalers are preventative and should be taken in the morning and the afternoon at home.
- The school holds a spare blue inhaler in case of emergency.
- Permission to use this is sought in writing from parents/carers whose children are asthmatic.

Ritalin and Other Related Drugs

- Ritalin is a controlled drug. It will be kept securely in a locked cupboard situated in the office. Generally, children are prescribed slow-release Ritalin and do not need to take at school.

- The adult taking it out of the safe will need to do so with an observer who will check the number of tablets going out and back in again and ensure that the child takes the tablet.

Refusal to take Medication

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records. Parents/carers should be informed immediately. If a refusal to take medicines results in an emergency, the school or setting's emergency procedures should be followed.

11. Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil 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/carers so that an alternative option can be considered, if necessary.

12. Unacceptable practice

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

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents/carers
- 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 IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils 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 or other 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 pupil, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

13. Emergency procedures

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

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

14. Training

Staff who are responsible for supporting pupils 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 pupils 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 relevant staff. 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 pupils
- 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.

15. Record keeping

The governing board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents/carers will be informed if their pupil has been unwell at school.

IHPs are kept in a readily accessible place that all staff are aware of.

16. Liability and Indemnity

The school has an appropriate level of insurance and reflects the level of risk associated with supporting medical conditions. The school recognises that the insurance policy should provide liability cover relating to administration of medication. Individual cover may need to be arranged and any requirements of the insurance policy, such as staff training, will be complied with

17. Complaints

Parents/carers with a complaint about Northcote Primary School's actions in regard to their child's medical condition should discuss concerns directly with your child's class teacher in the first instance.

If this does not resolve the problem then it should be taken to a member of the senior leadership team / staff outlined in useful information section.

In the unlikely event of this not resolving the issue, the parent/carer can make a formal complaint using the school complaints procedure.

[The school's complaints procedure is available on the school website.](#)

18. Monitoring arrangements

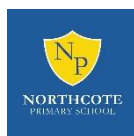
This policy will be reviewed and approved by the governing board annually.

19. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy
- Intimate Care

Appendix 1



Northcote Medical Form

Child's Legal Forename		Middle Name(s)	
Child's Legal Surname			
Date of Birth		Age	Gender
Child's Home Address			
		Postcode	

Medical Information:

GP Name:	
GP Address:	
GP Tel:	

Dentist Name:	
Dentist Address:	
Dentist Tel:	

Midwife Name	
Midwife Address	
Midwife Tel	

Has your child had any of the following illnesses?

Measles

Meningitis

Whooping Cough

Mumps

Chicken Pox

German Measles

Has your child been inoculated against any of the following?

Tuberculosis

Diphtheria

Whooping
Cough

Tetanus

Measles / Mumps / Rubella (MMR)

Meningitis C

Poliomyelitis

Does your child wear glasses?	
Does your child have any problems with their hearing?	
Does your child have asthma?	
Does your child have hayfever?	
Does your child have any allergies?	

If so, please list here ...

Evidence Provided

☐

Evidence Provided

Does your child have any dietary requirements?

Yes

No

If so, please list here ...

☐

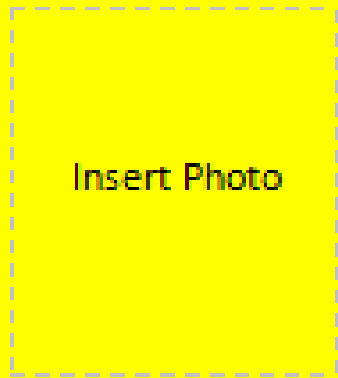
Evidence Provided

Do you or your child have any mental, physical or general wellbeing concerns that you think school should be aware of?

Do you or your child have any other illness / medical information that school should be aware of?

APPENDIX 2

Dietary Alert



Not allowed:

Name:

Year/Class:

Teacher:

Emergency contact:

Medical Alert



Condition:

Name:

Year/Class:

Teacher:

Emergency contact:

Appendix 3:



NORTHCOTE PRIMARY SCHOOL

APPENDIX 3

PARENTAL AGREEMENT TO ADMINISTER MEDICINE

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

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

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

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]

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.

Date: _____ Parent Signature(s) _____

Date _____ Headteacher Approval Signature _____

ADMINISTRATION OF MEDICINE RECORD

[illegible]

APPENDIX 4



Northcote Primary School

Individual Health Care Plan for Pupils with Medical Needs

INSERT PHOTO

Name: _____

Class: _____

Individual Healthcare Plan – Child's name

Name of school/setting
Child's name
Group/class/form
Date of birth
Child's address
Medical diagnosis or condition
Date

Review date

Family Contact Information

Name
Phone no.
Relationship to Child
Email:
Name
Relationship to child
Phone no. (work)
(home)
(mobile)

Clinic/Hospital Contact

Name
Phone no.

G.P.

Name/ Address:

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Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (state if different for off-site activities)

Plan developed with

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Staff training needed/undertaken – who, what, when

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Form copied to parents,
Parent/ Guardian Signature: _____

Date: _____

Contacting Emergency Services

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

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

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

APPENDIX 6



Parental Consent Form for use of Adrenaline Auto Injectors (EpiPens)

Northcote Primary school now hold spare adrenaline auto injectors (EpiPens) in case of emergency. (e.g. child only has one EpiPen in school and a second dose of adrenaline is required).

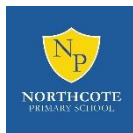
We require your consent if you wish this to be available for your child – if this is the case please sign and return this form to the school office.

Child's Name:	
Class:	
Date of Birth:	
Address:	
Parent / Carer Name:	
Parent / Carer Contact Telephone Number:	
Parent / Carer email address:	

A child showing symptoms of anaphylaxis

- I can confirm that my child has been diagnosed as being at risk of anaphylaxis and has been prescribed an adrenaline auto Injector.
- My child has a working, in date adrenaline auto injector, clearly labelled with their name, which they will bring with them into school every day.
- In the event of my child displaying symptoms of anaphylaxis, and if their auto injector is not available or is unsuitable, I consent for my child to receive adrenaline from an auto injector held by the school for such emergencies.

Parent / Carer Signature: _____ **Date:** _____



Parental Notification Letter Template - Notification of Adrenaline Auto Injector use (EpiPen)

Child's Name:	
Class:	
Date:	

Dear Parent / Guardian,

This letter is to formally notify you that **(Insert child's name)** has shown symptoms of anaphylaxis today. This happened when **(add information)**_____

A member of staff **helped them to use their adrenaline auto injector / they did not have their own adrenaline auto injector (delete as appropriate)** with them / their own adrenaline auto injector was not working so a member of staff administered the emergency adrenaline auto injector in school. They were given **____(Insert number of injections)____** injections.

A paramedic from the ambulance service attended. Hospital admission was arranged/ wasn't required. (delete as appropriate)

Yours Sincerely

Mrs Langley / Mrs Purkis / Mrs McCulloch



Record of Adrenaline Auto Injector Administration

Date:	Administering Member of Staff:	Pupil Name:	Number of Injections	Action Taken E.G. collected by parent, sent to hospital

APPENDIX 7



Emergency Asthma Inhaler Consent Form- for use of the emergency Salbutamol Inhaler

Northcote Primary school now hold spare Salbutamol Inhaler for student's showing symptoms of asthma / having an asthma attack who do not have access to their own inhaler due to unforeseen circumstances. (left at home, Inhaler has ran out, etc.)

We require your consent if you wish this to be available for your child – if this is the case please sign and return this form to the school office.

Child's Name:	
Class:	
Date of Birth:	
Address:	
Parent / Carer Name:	
Parent / Carer Contact Telephone Number:	
Parent / Carer email address:	

- I can confirm that my child **has been diagnosed with asthma / has been prescribed an inhaler** [delete as appropriate].
- My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to Northcote Primary every day.
- In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, **I consent for my child to receive salbutamol from an emergency inhaler held by Northcote Primary School for such emergencies.**

Parent / Carer Signature: _____ **Date:** _____