

Model Medical Needs Policy

Thornton Primary School

Adopted: September 2026

Reviewed : annually

Legal Duty

Statutory Guidance

In developing this policy, the setting has considered the principles and recommendations outlined in following statutory guidance documents:

- Supporting pupils at setting with medical conditions (statutory guidance for governing bodies of maintained settings and proprietors of academies in England) DfE (December 2015)
<https://www.gov.uk/government/publications/supporting-pupils-at-setting-with-medical-conditions--3>
- The Equality Act (2010)
- Special Educational Needs and Disabilities Code of Practice (2015)
<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>
- Statutory Framework for the Early Years Foundation Stage'
https://www.foundationyears.org.uk/files/2017/03/EYFS_STATUTORY_FRAMEWORK_2017.pdf
- Mental Health and behaviour in settings (2018)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/755135/Mental_health_and_behaviour_in_settings_.pdf
- Guidance on the use of adrenaline auto-injectors in settings (2017)
<https://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-settings>
- Emergency asthma inhalers for use in settings (2014)
<https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-settings>
- [Supporting pupils at setting with medical conditions](#)
- [First aid in settings, early years and further education - GOV.UK](#)

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Model Medical Needs Policy

Model Medical Needs Policy: Updated January 2026

Thornton Primary School

Name of person responsible for policy:	
DESIGNATED HEALTH NEEDS COORDINATOR	<u>Mrs Hannah Price – Inclusion Lead</u>
Date of Issue:	<u>September 2026</u>
Review Date:	<u>September 2027</u>

At Thornton Primary School our aim is to ensure that all children and young people (CYP) with medical conditions, in terms of both physical and mental health, are properly supported in setting so that they can play a full and active role in setting life, remain healthy and achieve their academic potential. We recognise that CYP may require ongoing support, medicines, or care while at setting to help them manage their condition and keep themselves safe and well. We recognise the social and emotional implications associated with medical conditions and will work in partnership with families, education, and health colleagues to support CYP to achieve the best outcomes possible.

Key Principles

- Children and young people at our setting who have medical conditions should receive appropriate support to ensure they can participate fully in education and be included in all aspects of setting life, such as trips, residentials, and after-setting clubs.
- We will work in partnership with LA education, health, and social care professionals, CYP and parents/carers to ensure that the needs of CYP with medical conditions in our setting will be properly understood and effectively supported.
- We will establish support systems for children and young people with medical conditions at our setting, including ensuring that staff receive current and appropriate training.

Introduction

This policy outlines how support will be given to children and young people (CYP) with medical needs, covering both physical and mental health conditions, and explains the steps for effective implementation.

The policy covers:

- Roles and responsibilities within the setting and local authority, including a named person who has overall responsibility for policy implementation.
- The administration of medicines to CYP in setting and related record keeping.
- Procedures, resources, and staffing for first aid in setting.
- Training is provided for staff with the support of health and social care colleagues so that staff acquire confidence and knowledge to provide support to students.
- Identification of medical needs and record keeping.
- The role of Health Care plans for those CYP who need them. It identifies who is responsible for the development of Health Care plans in supporting CYP at setting with medical conditions.
- Arrangements to actively support CYP with medical conditions to participate in educational visits (day and residential) or in sporting activities.
- Considerations regarding emotional health or wellbeing concerns
- Medical emergency procedures.
- Managing the educational impact of medical needs

Roles and Responsibilities

The Governing Body /Trustees will ensure, through this policy, that arrangements are in place to meet the statutory responsibilities of the setting in supporting CYP with physical or mental health conditions, including:

- Policies, plans, procedures, and systems are properly and effectively implemented and regularly reviewed.
- Setting leaders collaborate with health and social care professionals, as well as children, young people (CYP), and their parents or carers, to ensure that CYP with medical conditions receive effective support for their needs.
- Arrangements take account of the individual CYP needs and how their medical condition impacts on their setting life.
- Staff are appropriately insured to deliver support to CYP - Governing bodies of maintained schools and management committees of PRUs should ensure the appropriate level of insurance is in place: [Supporting pupils with medical conditions at school - GOV.UK](#)

The Headteacher will ensure that:

- Every staff member is informed of this policy, receives proper training, and clearly understands their responsibilities in carrying it out.
- Staffing levels are adequate for policy implementation, including emergencies and contingencies.
- Staff are appropriately insured to deliver support to CYP.
- A suitably qualified staff member is on hand to assist CYP with medical requirements during periods when regular staff are unavailable, and supply teachers receive thorough briefings regarding important details about allergies or physical and mental health conditions.
- The needs of children and young people (CYP) with medical conditions are clearly understood and effectively met by collaborating with relevant health and social care professionals, as well as pupils and parents or carers.
- Where appropriate, Health Care plans for individual CYP are in place.
- Secure storage and proper maintenance of records are ensured, particularly those concerning medication administration.
- Blended approaches are used to support absence due to medical needs: [School attendance advice for schools and professionals | School attendance advice for schools and professionals | Birmingham City Council](#)

Designated Health Needs Coordinator

The Headteacher ensures that there is a named member of staff responsible for the daily implementation of this policy.

In our setting the DESIGNATED HEALTH NEEDS coordinator is:

Mrs Hannah Price – Inclusion Lead

The First Aiders in the setting are:

1. Mrs Cathy Grace
2. Mrs Katie Biddle-Rawbone
3. Miss Laura Wilcox
4. Mr Richard Bates
5. Mrs Shabana Mazar
6. Ms Shanti Devi
7. Mrs Tazim Akhtar
8. Mr Troy McAlinden
9. Mrs Hannah Price
10. Mrs Erica McAlinden
11. Ms Ruby Anwar
12. Mrs Susan Margetts
13. Mrs Aksah Khan

Our Health needs coordinator is responsible for:

- Provision for CYP with medical needs including provision of First Aid.
- Provision of training for designated First Aiders and other staff as required : [First aid in schools, early years and further education - GOV.UK](#)
- Development, quality assurance, and oversight of Health Care plans in collaboration with health professionals.
- Coordination of support for CYP with medical needs.
- Liaison with the SENDCo / Inclusion Lead to monitor and review medical needs identified in EHC plans.
- Working with Health and Safety leaders in a setting to address issues relating to child safety and wellbeing.
- Information sharing (with parental/carer consent) to ensure that staff working with children understand their medical needs.
- Regularly involve and consult both CYP and their parents or carers when reviewing and planning medical support arrangements within the setting.
- Act as a point of contact between the Setting and the Setting Nurse/other health care professionals where appropriate.

Setting Staff

- All staff should consider and make reasonable adjustments for the needs of CYP who have medical conditions.
- All staff should familiarise themselves with the health needs of CYP.
- Every staff member needs to be familiar with the procedures described in the CYP Health Care plan.
- Staff should undertake and participate in training to achieve necessary competency/understanding to support CYP with medical conditions, if they are required to undertake that responsibility as part of their job role.
- Any staff member may be asked to provide support to CYP with medical conditions, including the administering of medicines, although they cannot be required to do so unless stated in their job role.
- Staff who undertake responsibilities and or delegated health tasks within this policy are also required to be covered by the setting insurance.

Support Services available to schools and settings in supporting CYP with Medical Needs

School Nurses (mainstream schools)

The setting nurse is a key link between educational settings and medical services and works in partnership to support families of CYP with medical needs. The setting nurse is responsible for

notifying the setting when a CYP has been identified as having a medical condition which will require support in setting. In turn, the setting should notify the setting nurse when a CYP has been identified as having a medical condition requiring support if they learn of this from another source, such as the parent/carer.

Mainstream settings are supported by Birmingham Setting Health Support Service (BSHSS) and specialist educational settings are supported by the Special School Nursing Service.

School nurses work in partnership with settings and families to:

- Write health care plans for CYP and provide support for their implementation.
- Liaise with clinicians around individual CYP's health needs.
- Provide medical needs training for setting staff: asthma, anaphylaxis, diabetes awareness, epilepsy, and administration of buccal midazolam.
- Provide support for families where difficulties with setting attendance are related to health.
- Contribute to Safeguarding and Early Help processes.
- Provide input to holistic assessments for CYP with Special Educational Needs and Disabilities.

Special School Nursing Service:

The Special school nursing service supports CYP with complex medical needs so that they can attend their Special Setting. Nurses are based on site in a number of special settings in Birmingham. Where the Special Setting nurse team are based on site, they will support education staff in the administration of medication and management of medical conditions in setting. Registered Nurses who are not based in a setting will be able to provide support, advice and training on the administration of medications in setting.

- The Special Setting Nursing Service works in partnership with settings and families to;-
- Develop Health Care plans for CYP and provide support for their implementation.
- Liaise with other professionals and family around individual CYP's health needs and support attendance in setting.
- Support families facing health-related attendance issues.
- Provide administration of medication in settings training.
- Contribute to Safeguarding and Early Help processes if there is an identified health need.
- Provide input for the CYP they are actively working with as- part of the EHC process, for example.
- Contribute to the transition to adult health services.
- Offer support/guidance with Community Paediatrician clinics held in setting.

Other health professionals

Other healthcare professionals can offer guidance when specialised expertise is needed, and they are

also available to help with Health Care plan training and development. The school nurse or Special School Nurse will be able to signpost the setting to the correct support required which may be from primary care or specialist nurses from secondary care.

The Local Authority

The Local Authority liaises with partners in education, health and social care who provide support, advice, and guidance, including suitable training for setting staff. The Local Authority must promote the physical and mental wellbeing of children and young people (CYP) and ensure that the support outlined in each individual Healthcare plan is delivered effectively. Local authorities also work with settings to support CYP with medical conditions to access educational provision.

School or Setting procedure following notification of a medical need

Information concerning medical needs will be collected from all CYP on admission to setting or setting will be notified by the setting nurse that a CYP has medical needs that require consideration at setting.

- This will be followed up by the Inclusion Lead and further details obtained in consultation with parents/carers and relevant health professionals.
- At the start of the setting year, a list should be given to setting or school nurse of the CYP who require a Health care plan.
- The setting or school Nursing team will liaise with parents/carers and setting to draw up individual Health care plans for CYP where needed.
- Health Care plans should be reviewed by setting and any changes considered should be discussed with the setting/school nursing team. Any changes should not be done by the setting without health oversight and parental/carer approval.
- The Health Needs coordinator will ensure that class teachers and other relevant staff (e.g. lunchtime supervisors) are made aware of CYP medical conditions and medication and will have appropriate access to health care plans.
- The Health Needs Coordinator will ensure that catering staff are aware of CYP with food allergies and relevant care plans.
- Setting will ensure that when a CYP transfers to another setting that relevant details about the pupil's condition are shared with parental/carer consent and in line with GDPR.
- The Health Needs Coordinator will make Health Care plans readily available to those who need them.
- Health care plans must remain confidential from the public, though they should be readily available to authorized staff members.

Training

- All setting staff attend annual training in the medical procedures associated with specific conditions i.e. asthma, allergy, epilepsy and diabetes.
- Advice and training are sought from health professionals when a CYP is admitted to setting for other health conditions.
- Relevant members of setting staff attend mental health first aid training.
- The setting maintains close links with Birmingham Setting Health Support Service / Special Setting Nursing Service for advice and training.
- Trained staff in settings must maintain their competencies and be abreast of any updates in relation to relevant training.

Health Care plans

A Health Care plan is sometimes known as a 'medical needs care plan' or 'Health alert card'. This document refers to the term "Health Care plan."

A Health Care plan will be produced by the setting nurse team for any CYP with a medical condition that is long term and complex and which may require medical intervention from education staff. The Health Care plan will include:

- Information about the CYP condition, special requirements, and medicines required.
- What constitutes an emergency for the child and young person?
- Specify who is responsible for each task and when those tasks should be completed and provide instructions for what actions to take if an emergency occurs.

Health Care plans will be updated by the setting nurse if evidence is provided by parents that CYP's needs have changed.

See **Appendix 7 for the** Health Care plan template

Children and young people

Children and young people are often best placed to provide information about how their condition affects them and should be fully involved in discussions as much as possible about their medical support needs. This will include encouraging CYP who are competent to develop their own independence in managing their own medicines and procedures as reflected in their health care plans. If the child, parent or carer, and healthcare professionals agree a child is competent to manage their own medication and procedures, they will be encouraged to do so. This will be incorporated into the Health Care plan and supported by suitable storage and supervision arrangements.

Parents and Carers

As a setting, we will work in partnership with parents/carers to understand and support their CYP's physical and mental health needs. To help us to do this, parents and carers should:

- Provide the setting with sufficient and up-to-date information about their child's medical needs and let the setting know immediately if their child's needs change.
- Work in partnership with the setting and health care professionals to develop and review their child's Health Care plan and follow agreed actions. e.g. provide medicines and equipment /

emergency contact details.

- Keep children at home if acutely unwell or infectious for the recommended period.

For a CYP who requires medication during setting time, parents and carers must:

- Provide complete written and signed instructions for any prescribed medication (**Appendix 1**). Where the CYP travels on setting transport with guides, parents should ensure they have written instructions relating to any medication sent with the pupil.
- In Special Setting/School settings, if where nurses are based on site, the documentation will be provided by BCHC for any medication that will be administered by registered nurses.
(Appendix 3)
- If Nurses are not based on site, it is the responsibility of the setting to obtain written consent & instructions as per their medication policy.
- Renew any medication when supplies are running low and ensure that the medication supplied is within its expiry date.
- Deliver each item of prescription medication in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the child's name, name of medication, dosage, frequency of administration, date of dispensing, storage requirements, and expiry date. For over-the-counter medications such as paracetamol or antihistamines, parents or carers must write the dosage on the packaging according to the manufacturer's instructions and complete the parental agreement form.

Administering medication at setting

Please refer to Local Authority guidance "The Administration of Medicines in Settings and Settings" June 2020 APPENDIX 8

First Aid

Designated members of staff at Thornton Primary School regularly undertake training in the administration of first aid. The minimum First Aid training required is below

<https://www.gov.uk/government/publications/first-aid-in-settings>

- A proportion of the staff trained have received paediatric first aid training (delete as appropriate)
- A supply of first aid materials is stored securely and used to replenish first aid boxes placed in each classroom and strategic positions around setting. "Best before" dates are regularly checked and items refreshed as needed.
- First aid materials are available for staff to use when taking CYP on visits outside of setting.
- The setting has a process to notify parents or carers if their child experiences an accident, either promptly by phone or verbally/in writing at the end of the day, depending on the nature of the incident.
- Injuries will be entered into the setting accident book in line with health and safety guidelines

(see setting health and safety policy)

- Resources are available to protect staff from infection or contamination when dealing with accidents or personal care needs.
- A regular programme is followed to maintain sufficient qualified first aiders to ensure the safety of CYP and staff across the setting.
- A trained first aider accompanies all residential visits.

Intimate Care – Please see Personal Care Matters Guidance Appendix 9

- All CYP are entitled to safety, personal privacy, and being treated with respect and dignity. Staff involved in intimate care should be particularly sensitive to CYP's individual needs.
- CYP will be involved in decision making around their intimate care and supported to achieve the highest level of independence possible given their age and abilities.
- Arrangements for CYP's intimate care will be agreed in consultation with parents in line with setting intimate care policy and Local Authority advice and guidance.

Mental Health Conditions

Staff work closely with all mental health professionals to ensure the pupils needs are met in setting. As a setting we will ensure that:

- There are systems and processes in place for identifying possible mental health needs, including routes to escalate and clear referral and accountability systems.
- All staff understand the risk factors associated with mental health and wellbeing in order to provide timely and appropriate support.
- Staff will understand the most common mental health needs.
- Our Health Needs Coordinator and pastoral team work closely to plan support for the mental health needs of pupils.

Emergency Procedures

The setting will ensure that all staff know what action to take in the event of a medical emergency, including who to contact within the setting, how to contact emergency services and what information to give.

- Procedures should be in place and understood by all staff about how to get help in an emergency first aid situation.
- A list of trained first aiders is maintained and made known to all setting staff.
- Health Care plans contain information on how emergency medication should be stored and administered.
- Notices about emergency aid are clearly shown to assist staff when they call for an ambulance.
- Emergency asthma inhalers and auto adrenaline injectors are available in the medical room for children and young people who need prescribed medication but cannot access it during emergencies.
- If a defibrillator is on site, ensure staff have received training in its use in an emergency. The defibrillator is serviced annually to ensure it is in working order.

- If a CYP needs to be taken to hospital, and their parent or carer is not immediately available, a member of staff will accompany them and will stay with them until a parent/carers arrives. Setting has procedures in place so that a copy of the CYP's medical /Health Care plan is sent to the emergency care setting with the CYP.
- For Critical Incidents contact: The Education Safeguarding Team:
EducationSafeguarding@birmingham.gov.uk

Extra-curricular activities and external visits

In line with the Equality Act (2010), reasonable adjustments will be made to enable CYP with medical needs to participate fully and safely in before or after setting clubs, day trips, residential visits, sporting activities and other activities beyond the usual curriculum. Where needed, advice may be sought from relevant medical professionals to ensure the safety and wellbeing of CYPs engaging in external visits.

- A risk assessment visit will be carried out prior to any external visit, including consideration for CYP with medical needs or significant mental health conditions.
- Individual risk assessments for CYP with significant medical or mental health conditions will outline emergency procedures and be completed with and signed by parents.
- All parents/carers of CYPs attending a setting trip or overnight visit will be asked for consent, together with up to-date information about medical requirements.
- Leaders should be aware of how CYP's medical condition may impact their participation. Where CYPs are required to take medicine, arrangements should be made to administer and store them in accordance with this policy.
- The responsible staff member will bring all relevant medical information, including the CYP's Health Care plan, on day and residential visits.
- A named member of staff is responsible for first aid on the visit and for ensuring that CYP's medication is taken.

Record Keeping

The following records will be securely stored by setting as outlined in this policy

- Medical Tracker (online software)
- Health Care plans
- Asthma register
- A list of staff training, including regular training (e.g. asthma / anaphylaxis), settings qualified First Aiders, those who hold a pediatrics certificate and specialist training for particular conditions e.g. diabetes.
- Risk assessments
- Parental/carers permission for administration of medicines
- Records of medication given
- Record of intimate care interventions.

In line with “Supporting Pupils at Setting with Medical Conditions” (2014) this setting considers it unacceptable practice to:

- Prevent CYPs from easily accessing their inhalers and medication.
- Assume that every CYP with the same condition requires the same treatment.
- Ignore the views of the CYP or parent/carer.
- Ignore medical evidence or opinion.
- Send CYP with medical conditions home frequently for reasons associated with a medical or mental health condition or prevent them from staying for normal setting activities.
- Penalise a CYP for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.
- Prevent CYPs from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively.
- Prevent CYP with medical conditions from participating in any aspect of setting life, including setting trips.

Complaints Procedure: Parents/carers’ concerns should be directed, in the first instance, to the Health Needs Coordinator or headteacher, where parents/carers feel their concerns have not been addressed, they should make a formal complaint via the setting’s complaint procedure.

Appendices

Appendix 1: Sample Consent Form to Administer Medicines on setting site and off-site activities- Mainstream setting

Appendix 2: Record of medicine administered to an individual child

Appendix 3: Consent form for Medication to Be Administered Special School Setting.

Appendix 4: Parent Information Sheet – Special Setting Nursing

Appendix 5 : Notification of paracetamol administered in school setting

Appendix 6: Contacting the emergency services prompt poster

Appendix 7: Individual Health Care plan template

Appendix 8: Administration of Medicine in schools supplementary Guidance

Appendix 9: Personal Care Matters Guidance

Appendix 1: SAMPLE Consent Form to Administer Medicines on Setting site and off-site activities

Setting staff will not give your child medication unless this form is completed and signed.

Dear Headteacher

I request and authorise that my child* be given/gives himself/herself the following medication:
(*delete as appropriate)

Name of child		Date of birth	
Address			
Daytime Tel no(s)			
Group/Class/Form			
Medical Condition or Illness, and reason for medication			
Name of medicine:	N.B Medicines must be in their original container, and clearly labelled		
Special precautions e.g. take after eating			
Are there any side effects that the setting needs to know about		Dose	
Time of Dose		Maximum Dose (if applicable)	
Start Date		Finish Date	

I confirm that:

- I have received medical advice stating that it is, or may be in an emergency, necessary to give this medication to my child during the setting day and during off-site setting activities;
- I agree to collect it at the end of the day/week/half term (delete as appropriate) and replace any expired medication as soon as possible, disposing of any unused medication at the pharmacy;
- This medicine has been given without adverse effect in the past/ I have made the setting aware any side effects that my child is likely to experience, and how the setting should act if these occur (delete as appropriate);
- The medication is in the original container labelled with the contents, dosage, child's full name and is within its expiry date; and
- The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to setting staff administering medicine in accordance with the setting policy and my child's Care Plan. I will inform the setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signed (parent/Carer)	
Date	
Based on the above information the Head Teacher acknowledges that it is, or may be, necessary for your child to be given medication during setting hours Signed (Head teacher)	

Appendix 2: Sample Record of medicine administered to an individual child

Name of setting/setting

Name of child

Date medicine provided by parent

Group/class/form

Quantity received

Name and strength of medicine

Expiry date

Quantity returned

Dose and frequency of medicine

Staff signature _____

Date

Signature of parent/carers

Date

Record of medicine administered to an individual child

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Appendix 3:

CONSENT FORM FOR MEDICATION TO BE GIVEN IN SPECIAL SETTINGS

SPECIAL SETTING:

NAME OF LINK PERSON:

CHILDS NAME:	FAMILY DOCTOR:
ADDRESS:	ADDRESS:
	TELEPHONE NUMBER:
DATE OF BIRTH:	CONSULTANT:
ANY KNOWN ALLERGIES? Please state. If none, please state 'none known'.	

I _____ parent/guardian of the above named child give my consent for the nurse in setting/setting staff to administer the following medication in accordance with the Special Setting Nursing and setting medication policy and for this information to be shared with those staff who care for my child (e.g. class staff, care staff) and therefore may need to know the following details.

NAME OF MEDICATION	STRENGTH	DOSE TO BE GIVEN e.g. 1 X 5 mg tablet	TIME TO BE GIVEN	HOW TO BE GIVEN EG SPOON/ORAL SYRINGE/ BY FEEDING TUBE	ANY OTHER INFORMATION OR INSTRUCTIONS

The above information is, to the best of my knowledge, accurate the time of writing. I understand that I have the responsibility to inform the setting nurse/setting staff/care staff immediately in writing, if there is any change in dosage of frequency of the medication and to provide the appropriate medication for setting. (See overleaf point 4).

Signature of parent/guardian _____ Date: _____

Name of parent/guardian (Please print):

I give/do not give my consent for my child to receive Paracetamol in setting in accordance with the Special Setting Nurses / setting medication policy.

Signature of parent/guardian _____ Date _____

Name of parent/guardian
(Please print) _____

Appendix 4: Parent Information Sheet – SPECIAL SETTING NURSING



Better Care: Healthier Communities

Birmingham Community Healthcare 
NHS Foundation Trust

PARENT INFORMATION SHEET

This information sheet should be sent home with the consent form attached.

A few important points to remember for medication to be given in setting:

1. Written consent must be given by a person with parental responsibility.
2. A new form is required each time there is a change to medication.
3. Details on the consent form must be completed by the person signing the form and must clearly show:
 - The name and strength of the medication
 - The dose to be given
 - The time to be given as advised by your doctor.
4. Medication supplied to setting must be in its original container and in date and clearly labelled with:
 - The child's name
 - The name of the medication
 - The strength of the medication
 - The amount of medication e.g. number of tablets/mls in the bottle
 - The dose to be given and how often
 - The date it was dispensed
5. Only medication prescribed by a doctor can routinely be given in setting.
6. All medication for setting must be handed to the child's bus guide/taxi escort and not put in the child's bag.
7. Paracetamol: If it is within the setting policy to administer Paracetamol and if your child becomes unwell in setting e.g. In pain, high temperature, a dose of Paracetamol can be given with your written consent on the form supplied (overleaf). New consent will be needed at the start of every new setting year.

N.B. Please remember to inform setting if you have given your child Paracetamol or a product containing Paracetamol before coming to setting.

Appendix 5: Notification of paracetamol administered in setting

ADMINISTRATION OF PARACETAMOL DURING THE SETTING DAY FORM

Dear Parent,

Your child was given a dose of Paracetamol today. The details are below. It is important that he / she is not given another dose of Paracetamol within 4 hours of this dose.

CHILD'S NAME:	
DOB	ROUTE
TIME GIVEN	NAME OF NURSE
DOSE GIVEN	SIGNATURE
REASON	

Please do not hesitate to give the Setting Nurse a call if you require any further information. Thank You.

First Aider

Appendix 6: Contacting the emergency services Prompt Poster

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 setting/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 setting 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 7: Individual Health Care plan template

Please note that sometimes the Health Care plan is known as or referred to as an 'Alert Card' or 'Medical Needs Care plan'. We have used the term 'Health Care plan' as this is consistent with current government guidance.

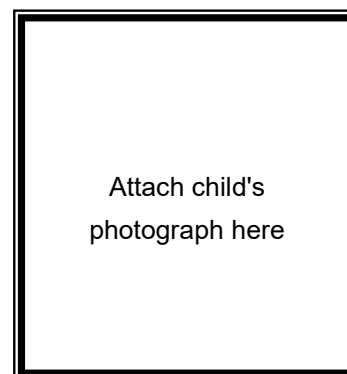
Individual Health Care plan

Name:

Date of birth:

Class:

Setting:



Emergency contact telephone numbers		
Name:	Home:	Mobile:
Name:	Home:	Mobile:
GP:		
Hospital contacts:		
Medical condition:		
Describe the condition and give details of individual symptoms:		
Treatment of symptoms:		
Care in an emergency:		
Special requests from parents:		

Parent/Carer Signature Print Name	
Setting Nurse Signature Print Name:	
Setting Staff Signature Print Name	

If this card is to be displayed anywhere other than in the class register, parental consent must be obtained.

Appendix 8 *Administration of medication in schools guidance (Link)*

Appendix 9 *Personal Care Matters guidance. (Link)*