

High Tunstall College of Science



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Supporting Students with Medical Conditions Policy

V2.0

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Stakeholder Consulted	- Admissions and Safeguarding Committee
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Responsibility for Review	- Senior Specialist SENDCO

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Statement of intent

The governing body of High Tunstall College of Science has a duty to ensure arrangements are in place to support students with medical conditions. The aim of this policy is to ensure that all students with medical conditions, in terms of both physical and mental health, receive appropriate support to allow them to play a full and active role in college life, remain healthy, have full access to education (including college trips and PE), and achieve their academic potential.

The college believes it is important that parents of students with medical conditions feel confident that the college provides effective support for their children's medical conditions, and that students feel safe in the college environment.

Some students with medical conditions may be classed as disabled under the definition set out in the Equality Act 2010. The college has a duty to comply with the Act in all such cases.

In addition, some students with medical conditions may also have SEND and have an EHC plan collating their health, social and SEND provision. For these students, the college's compliance with the DfE's 'Special educational needs and disability code of practice: 0 to 25 years' and the college's Special Educational Needs and Disabilities (SEND) Policy will ensure compliance with legal duties.

To ensure that the needs of our students with medical conditions are fully understood and effectively supported, we consult with health and social care professionals, students and their parents.

[Updated] Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2002
- Education Act 1996 (as amended)
- Children Act 1989
- National Health Service Act 2006 (as amended)
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Misuse of Drugs Act 1971
- Medicines Act 1968
- The School Premises (England) Regulations 2012 (as amended)
- The Special Educational Needs and Disability Regulations 2014 (as amended)
- The Human Medicines (Amendment) Regulations 2017
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- DfE (2015) 'Special educational needs and disability code of practice: 0-25 years'
- DfE (2021) 'School Admissions Code'
- DfE (2017) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'.

This policy operates in conjunction with the following college policies:

- Administering Medication Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Drug and Alcohol Policy
- **[Updated]** Risk Assessment - Allergen & Anaphylaxis
- **[Updated]** Risk Assessment - Medical Emergency
- Complaints Procedures Policy
- Equality Information and Objectives Policy: Students
- Attendance Policy
- Students with Additional Health Needs Attendance Policy
- Admissions Policy.

[Updated] Roles and responsibilities

The governing body is responsible for:

- Fulfilling its statutory duties under legislation
- Ensuring that arrangements are in place to support students with medical conditions
- Ensuring that students with medical conditions can access and enjoy the same opportunities as any other student at the college

- Working with the LA, health professionals, commissioners and support services to ensure that students with medical conditions receive a full education
- Ensuring that, following long-term or frequent absence, students with medical conditions are reintegrated effectively
- Ensuring that the focus is on the needs of each student and what support is required to support their individual needs
- Instilling confidence in parents and students in the college's ability to provide effective support
- Ensuring that all members of staff are properly trained to provide the necessary support and are able to access information and other teaching support materials as needed
- Ensuring that no prospective students are denied admission to the college because arrangements for their medical conditions have not been made
- Ensuring that students' health is not put at unnecessary risk. As a result, the board holds the right to not accept a student into college at times where it would be detrimental to the health of that student or others to do so, such as where the child has an infectious disease
- Ensuring that policies, plans, procedures and systems are properly and effectively implemented
- Ensuring that the college's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support students and sets out the procedures to be followed whenever the college is notified that a student has a medical condition
- Ensuring that the college's policy covers the role of individual healthcare plans, and who is responsible for their development, in supporting students at college with medical conditions
- Ensuring that plans are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed.

The Headteacher is responsible for:

- The overall implementation of this policy
- Ensuring that this policy is effectively implemented with stakeholders
- Ensuring that all staff are aware of this policy and understand their role in its implementation
- Ensuring that a sufficient number of staff are trained and available to implement this policy and deliver against all IHPs, including in emergency situations
- Considering recruitment needs for the specific purpose of ensuring students with medical conditions are properly supported
- Having overall responsibility for the development of IHPs
- Ensuring that staff are appropriately insured and aware of the insurance arrangements
- Contacting the school nurse where a student with a medical condition requires support that has not yet been identified.

Parents are responsible for:

- Notifying the college if their child has a medical condition
- Providing the college with sufficient and up-to-date information about their child's medical needs
- Being involved in the development and review of their child's IHP
- Carrying out any agreed actions contained in the IHP
- Ensuring that they, or another nominated adult, are contactable at all times.

Students are responsible for:

- Being fully involved in discussions about their medical support needs, where applicable
- Contributing to the development of their IHP, if they have one, where applicable
- Being sensitive to the needs of students with medical conditions.

College staff are responsible for:

- Providing support to students with medical conditions, where requested, including the administering of medicines (only where training has been completed), but are not required to do so
- Knowing what to do and responding accordingly when they become aware that a student with a medical condition needs help
- Taking into account the needs of students with medical conditions, to administer medication via the administration office by trained medical staff
- Receiving sufficient training and achieve the required level of competency before taking responsibility for supporting students with medical conditions.

Administration Medically Trained Staff

- Administering medication to students as prescribed
- Checking medication held in college annually for expiry dates and dispose of accordingly
- Knowing what to do and responding accordingly when they become aware that a student with a medical condition needs help.

[Updated] The Senior Specialist SENDCO is responsible for:

- Writing and updating the college's medical condition policy
- Knowing which students have a medical condition and which have special educational needs because of their condition
- Ensuring teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or coursework
- Helping update the college's Supporting Students with Medical Condition policy
- Providing information about where the college can access other specialist training

- **[Updated]** Support the SEN Administrator and Medical IA to review/complete individual healthcare plans.

[Updated] The SEN Administrator and Medical IA are responsible for:

- Ensuring the medical register is updated on a regular basis and is available to all staff via SIMS and School Synergy
- Ensuring individual healthcare plans are completed and reviewed on parental request
- Ensuring that healthcare plans are shared with staff and are accessible for trips and visits outside of the college.

The school nurse is responsible for:

- Notifying the college at the earliest opportunity when informed and after receiving parental / carer / student content of the student's medical condition which requires support in college
- Supporting staff to implement IHPs and providing advice
- Provide direction with where to find the best source of up-to-date training
- Liaising with lead clinicians locally on appropriate support for students with medical conditions.

Clinical commissioning groups (CCGs) are responsible for:

- Ensuring that commissioning is responsive to students' needs, and that health services are able to cooperate with colleges supporting students with medical conditions
- Making joint commissioning arrangements for EHC provision for students with SEND
- Being responsive to LAs and colleges looking to improve links between health services and colleges
- Providing clinical support for students who have long-term conditions and disabilities
- Ensuring that commissioning arrangements provide the necessary ongoing support essential to ensuring the safety of vulnerable students.

Other healthcare professionals, including GPs and paediatricians, are responsible for:

- Notifying the school nurse when a child has been identified as having a medical condition that will require support at college
- Providing advice on developing IHPs
- Providing support in the college for children with particular conditions, e.g., asthma, diabetes and epilepsy, where required.

Providers of health services are responsible for cooperating with the college, including ensuring communication takes place, liaising with the school nurse and other healthcare professionals, and participating in local outreach training.

The LA is responsible for:

- Commissioning school nurses for local schools
- Promoting cooperation between relevant partners

- Making joint commissioning arrangements for EHC provision for students with SEND
- Providing support, advice, guidance, and suitable training for college staff, ensuring that IHPs can be effectively delivered
- Working with the college to ensure that students with medical conditions can attend college full-time.

Where a student is away from college for fifteen (15) days or more (whether consecutively or across a school year), the LA has a duty to make alternative arrangements, as the student is unlikely to receive a suitable education in a mainstream school.

Admissions

Admissions will be managed in line with the college's Admissions Policy.

No child will be denied admission to the college or prevented from taking up a college place because arrangements for their medical condition have not been made; a child may only be refused admission if it would be detrimental to the health of the child to admit them into the college setting.

The college will not ask, or use any supplementary forms that ask, for details about a child's medical condition during the admission process.

Notification procedure

When the college is notified that a student has a medical condition that requires support in college, the parents or external healthcare professionals will inform the Administration Medically Trained Staff and school nurse of any conditions. Following this, the college will arrange a meeting with parents, healthcare professionals and the student, with a view to discussing the necessity of an IHP (outlined in detail in [section 8](#)).

The college will not wait for a formal diagnosis before providing support to students. Where a student's medical condition is unclear, or where there is a difference of opinion concerning what support is required, a judgement will be made by the headteacher based on all available evidence (including medical evidence and consultation with parents).

For a student starting at the college in a September uptake, arrangements will be put in place prior to their introduction and informed by their previous institution. Where a student joins the college mid-term or a new diagnosis is received, arrangements will be put in place within two weeks.

[Updated] Staff training and support

Any staff member providing support to a student with medical conditions will receive suitable training. Staff will not undertake healthcare procedures or administer medication without appropriate training. Training needs will be assessed by healthcare professionals and advise the college through the development and review of IHPs, on a yearly basis for all college staff, and when a new staff member

arrives. The healthcare professionals will confirm the proficiency of staff in performing medical procedures or providing medication.

A first-aid certificate will not constitute appropriate training for supporting students with medical conditions.

Through training, staff will have the requisite competency and confidence to support students with medical conditions and fulfil the requirements set out in IHPs. Staff will understand the medical conditions they are asked to support, their implications, and any preventative measures that must be taken.

Awareness training will be included in the induction of new staff members.

Healthcare professionals will identify suitable training opportunities that ensure all medical conditions affecting students in the college are fully understood, and that staff can recognise difficulties and act quickly in emergency situations.

[Updated] Training will be commissioned by the Inclusion Team and provided by the following bodies:

- Commercial training provider
- The school nurse
- Hospital staff
- Specialist healthcare teams
- The parents of students with medical conditions
- National College.

The parents of students with medical conditions will be consulted for specific advice and their views are sought where necessary, but they will not be used as a sole trainer.

The governing body will provide details of further CPD opportunities for staff regarding supporting students with medical conditions.

Self-management

We ask that all medication is co-ordinated via the college administration office, however exceptions are made for students with complex medical needs who may need to carry emergency medication on their persons at all times. This would only be in agreement with parents and healthcare professionals. This will be reflected in their IHP. This would include students who require the use of an EPI-pen in the event of anaphylaxis/allergic reaction.

Where it is not possible for students to carry their own medicines or devices, they will be held in suitable locations that can be accessed quickly and easily. If a student refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Instead, the procedure agreed in the student's IHP will be followed. Following such an event, parents will be informed so that alternative options can be considered. If a student with a controlled drug passes it to another child for use, this is an offence and appropriate disciplinary action will be taken in accordance with our Drug and Alcohol Policy.

[Updated] IHPs

The college, healthcare professionals and parents agree, based on evidence, whether an IHP will be required for a student, or whether it would be inappropriate or disproportionate to their level of need. If no consensus can be reached, the headteacher will make the final decision.

The college, parents and a relevant healthcare professional will work in partnership to create and review IHPs. Where appropriate, the student will also be involved in the process.

IHPs will include the following information:

- The medical condition, along with its triggers, symptoms, signs and treatments
- The student's needs, including medication (dosages, side effects and storage), other treatments, facilities, equipment, access to food and drink (where this is used to manage a condition), dietary requirements, and environmental issues
- The support needed for the student's educational, social and emotional needs
- The level of support needed, including in emergencies
- Who will provide the necessary support, including details of the expectations of the role and the training needs required, as well as who will confirm the supporting staff member's proficiency to carry out the role effectively
- Cover arrangements for when the named supporting staff member is unavailable
- Who needs to be made aware of the student's condition and the support required
- Parents or carers written permission, (physical signatures) for medicine to be administered by college staff
- Separate arrangements or procedures required during college trips and activities
- Where confidentiality issues are raised by the parents or student, the designated individual to be entrusted with information about the student's medical condition
- What to do in an emergency, including contact details and contingency arrangements.

Where a student has an emergency healthcare plan prepared by their lead clinician, this will be used to inform the IHP.

[New] The IHP will be developed with the child's best interests in mind. In preparing the IHP the college will assess and manage risks to the child's education, health and social wellbeing and minimise disruption.

IHPs will be easily accessible to those who need to refer to them, but confidentiality will be preserved. IHPs will be reviewed on at least an annual basis, or when a child's medical circumstances change, whichever is sooner.

[Updated] Where a student has an EHC plan, the IHP will be linked to it or become part of it. Where a child has SEND but does not have a statement or EHC plan, their SEND overview will be linked to their IHP.

Where a child is returning from a period of hospital education, alternative provision or home tuition, the college will work with the LA and education provider to ensure that their IHP identifies the support the child will need to reintegrate.

All IHPs will be reviewed at least annually, or earlier if evidence is presented that the child's needs have changed.

Managing medicines

In accordance with the college's Administering Medication Policy, medicines will only be administered at college when it would be detrimental to a student's health or college attendance not to do so.

Students under 16 years old will not be given prescription or non-prescription medicines without their parents' written consent, except where the medicine has been prescribed to the student without the parents' knowledge. In such cases, the college will encourage the student to involve their parents, while respecting their right to confidentiality.

Non-prescription medicines may be administered in the following situations:

- When it would be detrimental to the student's health not to do so
- When instructed by a medical professional.

No student under the age of 16 will be given medicine containing aspirin unless prescribed by a doctor. Pain relief medicines will not be administered without first checking when the previous dose was taken and the maximum dosage allowed.

Parents will be informed any time medication is administered that is not agreed in an IHP.

The college will only accept medicines that are in-date, labelled, in their original container, and contain instructions for administration, dosage and storage. The only exception to this is insulin, which must still be in-date, but is available in an insulin pen or pump, rather than its original container.

All medicines will be stored safely. Students will be informed where their medicines are at all times and will be able to access them immediately, whether in college or attending a college trip or residential visit. Where relevant, students will be informed of who holds the key to the relevant storage facility. When medicines are no longer required, they will be returned to parents for safe disposal.

Sharps boxes will be used for the disposal of needles and other sharps.

Controlled drugs will be stored in a non-portable container and only named staff members will have access; however, these drugs can be easily accessed in an emergency. A record will be kept of the amount of controlled drugs held and any

doses administered. Staff may administer a controlled drug to a student for whom it has been prescribed, in accordance with the prescriber's instructions.

The college will hold asthma inhalers for emergency use. The inhalers will be stored in reception and their use will be recorded.

Records will be kept of all medicines administered to individual students, stating what, how and how much medicine was administered, when, and by whom. A record of side effects presented will also be held.

[Updated] Allergens, anaphylaxis and adrenaline auto-injectors (AAIs)

[Updated] The college's Allergen and Anaphylaxis control is implemented consistently to ensure the safety of those with allergies via this policy and that of the Administering Medication Policy.

Parents are required to provide the college with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.

The headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the college site meet the requirements of Natasha's Law, i.e., the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g., in bold, italics or a different colour.

The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. Further information relating to how the college operates in line with Natasha's Law can be found in the Whole-College Food Policy.

Staff members receive appropriate training and support relevant to their level of responsibility, in order to assist students with managing their allergies.

[Updated] The administration of adrenaline auto-injectors (AAIs) and the treatment of anaphylaxis will be carried out in accordance with this section of this policy. Where a student has been prescribed an AAI, this will be written into their IHP.

In the event of an episode staff will inform the first aid / AAI trained staff and Administration Medically Trained Staff who will provide support.

A Register of Adrenaline Auto-Injectors (AAIs) will be kept of all the students who have been prescribed an AAI to use in the event of anaphylaxis is held securely in SIMS and School Synergy.

Students who have prescribed AAI devices can keep their device in their possession.

Designated staff members and Administration Medically Trained Staff are trained on how to administer an AAI, and the sequence of events to follow when doing so. AAIs will only be administered by these staff members.

In the event of anaphylaxis, a designated staff member will be contacted. Where there is any delay in contacting designated staff members, or where delay could cause a fatality, the nearest staff member will administer the AAI. If necessary, other staff members may assist the designated staff members with administering AAIs, e.g., if the student needs restraining.

The college will keep a spare AAI for use in the event of an emergency, which will be checked on a monthly basis to ensure that it remains in date, and which will be replaced before the expiry date. The spare AAI will be stored in reception, ensuring that it is protected from direct sunlight and extreme temperatures. The spare AAI will only be administered to students at risk of anaphylaxis and where written parental consent has been gained.

Where a student's prescribed AAI cannot be administered correctly and without delay, the spare will be used. Where a student who does not have a prescribed AAI appears to be having a severe allergic reaction, the emergency services will be contacted and advice sought as to whether administration of the spare AAI is appropriate.

Where a student is, or appears to be, having a severe allergic reaction, the emergency services will be contacted even if an AAI device has already been administered.

In the event that an AAI is used, the student's parents will be notified that an AAI has been administered and informed whether this was the student's or the college's device. Where any AAIs are used, the following information will be recorded on the Adrenaline Auto-Injector (AAI) Record:

- Where and when the reaction took place
- How much medication was given and by whom.

For children aged 6-12 years, a dose of 300 micrograms of adrenaline will be used.

For children aged over 12, a dose of 300 or 500 micrograms of adrenaline will be used.

AAIs will not be reused, and the injector will be handed over to the emergency services for their own records.

AAI's not collected by students that have left the college will be disposed of after three (3) months by disposal at the local pharmacy.

In the event of a college trip, students at risk of anaphylaxis will have their own AAI with them and the college will give consideration to taking the spare AAI in case of an emergency.

Record keeping

Written records will be kept of all medicines administered to students. Proper record keeping will protect both staff and students and provide evidence that agreed procedures have been followed.

Emergency procedures

Medical emergencies will be dealt with under the college's emergency procedures.

Where an IHP is in place, it should detail:

- What constitutes an emergency
- What to do in an emergency.

Students will be informed in general terms of what to do in an emergency, e.g., telling a teacher.

If a student needs to be taken to hospital, a member of staff will remain with the student until their parents arrive. When transporting students with medical conditions to medical facilities, staff members will be informed of the correct postcode and address for use in navigation systems.

Day trips, residential visits and sporting activities

Students with medical conditions will be supported to participate in college trips, sporting activities and residential visits.

Prior to an activity taking place, the college will conduct a risk assessment to identify what reasonable adjustments should be taken to enable students with medical conditions to participate. In addition to a risk assessment, advice will be sought from students, parents and relevant medical professionals. The college will arrange for adjustments to be made for all students to participate, except where evidence from a clinician, e.g., a GP, indicates that this is not possible.

Unacceptable practice

The college will not:

- Assume that students with the same condition require the same treatment
- Prevent students from easily accessing their inhalers and medication
- Ignore the views of the student or their parents
- Ignore medical evidence or opinion
- Send students home frequently for reasons associated with their medical condition or prevent them from taking part in activities at college, including lunch times, unless this is specified in their IHP
- Send an unwell student to the college office alone or with an unsuitable escort
- Penalise students with medical conditions for their attendance record, where the absences relate to their condition
- Make parents feel obliged or forced to visit the college to administer medication or provide medical support, including for toilet issues. The college

will ensure that no parent is made to feel that they have to give up working because the college is unable to support their child's needs

- Create barriers to students participating in college life, including college trips
- Refuse to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

Complaints

Parents or students wishing to make a complaint concerning the support provided to students with medical conditions are required to speak to the college in the first instance. If they are not satisfied with the college's response, they may make a formal complaint via the college's complaints procedures, as outlined in the Complaints Procedures Policy. If the issue remains unresolved, the complainant has the right to make a formal complaint to the DfE.

Parents and students are free to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

Home-to-college transport

Arranging home-to-college transport for students with medical conditions is the responsibility of the LA. Where appropriate, the college will share relevant information to allow the LA to develop appropriate transport plans for students with life-threatening conditions.

Defibrillators

The college has three Mediana HeartOn A15 automated external defibrillator (AED). One AED is stored on the external wall on the east side of the South building near the PE entrance. The second AED is located near the entrance of the Tunstall Active building. The third AED is located in the main office in the South Building.

All staff members and students will be made aware of the AED's location and what to do in an emergency. A risk assessment regarding the storage and use of AEDs at the college will be carried out and reviewed annually.

No training will be needed to use the AED, as voice and/or visual prompts guide the rescuer through the entire process from when the device is first switched on or opened; however, staff members will be trained in cardiopulmonary resuscitation (CPR), as this is an essential part of first aid and AED use.

The emergency services will always be called where an AED is used or requires using.

Maintenance checks will be undertaken on AEDs on a weekly basis by the Administration Medically Trained Staff and / or Site Officer, who will also keep an up-to-date record of all checks and maintenance work.

[New] Liability and indemnity

The governing board will ensure that appropriate insurance is in place to cover staff providing support to students with medical conditions. The college holds an insurance policy with Department of Education (RPA) Risk Protection Arrangement Membership No. 111748 covering liability relating to the administration of medication.

The policy has the following requirements:

- Unlimited limit of indemnity for staff.

All staff providing such support will be provided with access to the insurance policies.

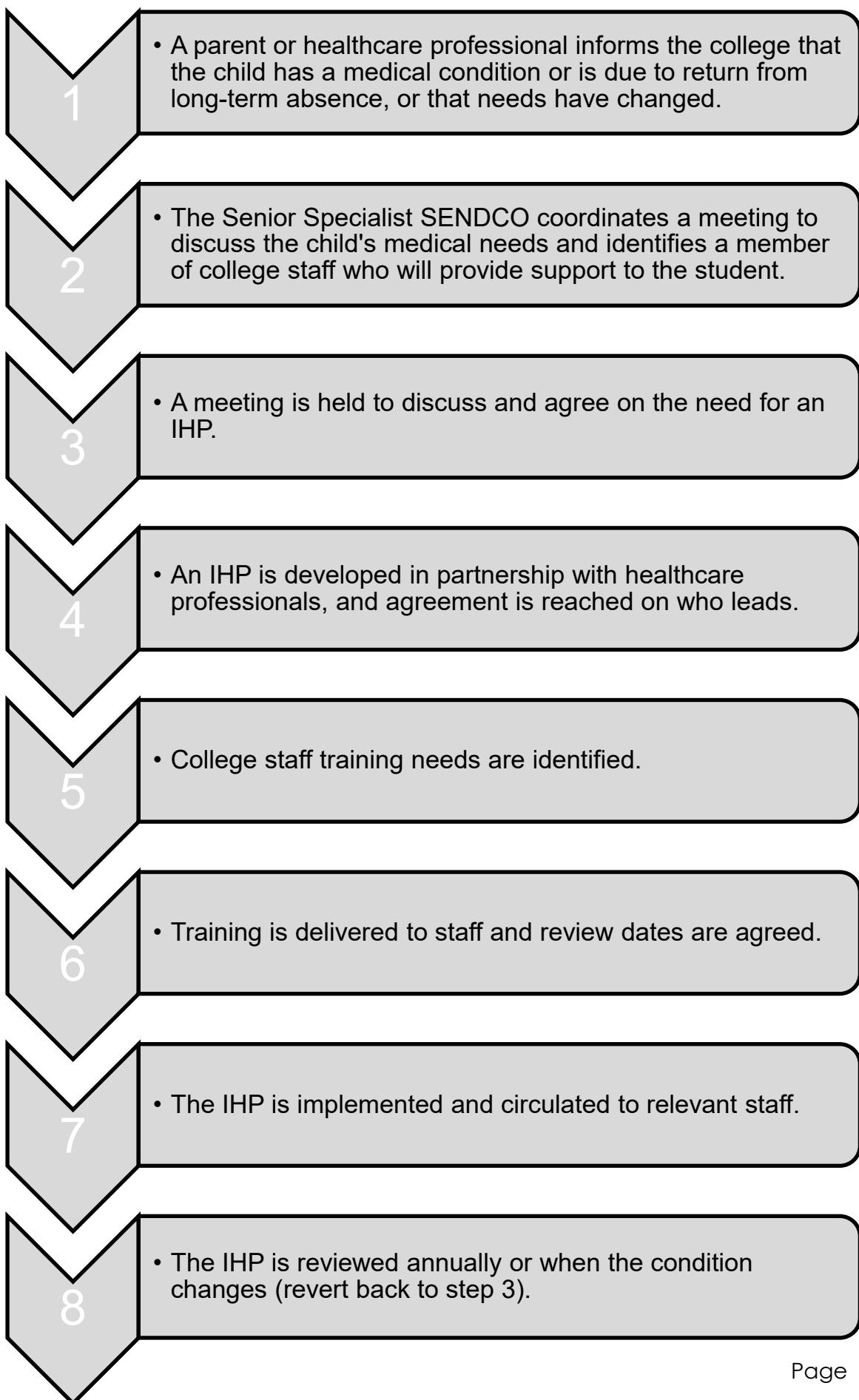
In the event of a claim alleging negligence by a member of staff, civil actions are most likely to be brought against the college, not the individual.

[Updated] Monitoring and review

This policy is reviewed on an annual basis by the governing body, school nurse and headteacher. Any changes to this policy will be communicated to all staff, parents and relevant stakeholders.

The next scheduled review date for this policy is October 2026.

[Updated] Appendix A: Individual Healthcare Plan Implementation Procedure





Appendix B: Individual Healthcare Plan

I understand that this Individual Healthcare Plan will be in place until my child leaves High Tunstall at the end of year 11. It will not be changed unless I inform the college to do so; it is my responsibility to inform the school of any changes to my child's medical needs, and if there are any changes that need to be made to their IHP I will contact the College ASAP.

Date:	Signed by:	Relationship to child:
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Individual Health Care Plan- Part 1

Students name:		Students Photograph:
Name of College / setting:		
DOB:		
Form:		
Students address:		
Medical diagnosis or condition:		
Plan start date:		
Valid until:		

Family Contact Information

Name:	Phone no (Work)	Phone no (Home)	Phone no (Mobile)	Relationship to child:
Name:	Phone no (Work)	Phone no (Home)	Phone no (Mobile)	Relationship to child:

Clinic/ Hospital Contact

Name:	
Phone no:	
Setting:	

GP

Name:	
Phone no:	
Setting:	

Agreement for the school to carry out the Individual Health Care Plan

Parent/ Carer:	Signed	Print Name:	Date:
College:	Signed:	Print Name:	Date:

Who is responsible for providing support in college:			
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 (e.g. before sport/ lunchtimes etc.):			
Specific support for the pupil's educational, social and emotional needs:			
Arrangements for college 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:			
Name:	Signature:	Date:	Contact Details:



Appendix C: Short Term Medication: Consent and Administering Record

This form must be completed by the parents/carers of the child to request medication to be administered to their child during college time. This is for short term medication, i.e., antibiotics.

The college /setting will not give your child medicine unless you complete and sign this form to give consent. Please read each section carefully, and provide the information required.

Please note: any medication must be in the original box, as given by the pharmacist, with the relevant label still visible.

Child's name	
Date of birth	
Address	
Tutor group	

Name of school/setting	High Tunstall College of Science
Name of person who provided medication to school	
Name and strength of medicine	
Date of medicine provided by parent	
Amount received	
Expiry date	
Dosage Regime	
Quantity returned	
Dose and frequency of medicine	
Signature of staff and date	
Signature of parent and date	

Register of medication administered

Date	Time	Medication	Amount given	Amount left	Administered by	Child's signature	Comments

