

Liverpool College

Supporting Children with Medical Conditions Policy



Mission Statement

Liverpool College values the dignity of each individual and promotes the development of character and learning through a commitment to high standards within a caring community.

Core Values

We recognise that all pupils have different talents and strive to ensure that every pupil has an equal opportunity to find and develop the talents they do possess

We believe that the development of character, creativity intellect and spirituality, are the primary aims of education.

We work together to create a happy and caring school community which is engaged in our local community and the wider world

We pursue high standards in every area of school life

This is a whole College policy and applies to the Primary and Secondary Phase as well as the Boarding, Breakfast Club and after school activities.



Approved Date	09.06.26
Review Date	09.06.27
Principal	 Mrs A Haynes

Liverpool College

Supporting Children with Medical Conditions Policy

Aims and Objectives

The Supporting Children with Medical Conditions Policy provides guidance to ensure Liverpool College:

- meets its statutory responsibilities to manage medicines and medical conditions in line with Government guidance 'Supporting pupils at college with medical conditions' and the 'Special Educational Needs and Disability code of practice: 0-25 years'.
- implements inclusive practices to support children and young people with medical conditions.
- provides all pupils and students with all medical conditions, the same opportunities as others

The college will ensure the implementation of the policy to meet the following values and principles:

- all pupils, students and staff are healthy and stay safe
- parents, pupils and students secure and confident in the college's ability to support their child
- pupils make a positive contribution and get to experience a wide and varied curriculum and experiences
- ensure all staff understand their duty of care to safeguard pupils and students in all aspects of their needs and especially within the event of an emergency
- ensure all staff are appropriately trained, competent and confident in knowing what to do in an emergency
- develop the college's understanding that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood
- that the college understands the importance of medication being taken as prescribed
- all staff understand common medical conditions that affect pupils and students
- all staff receive training on the impact medical conditions can have on children/young people from specialist medical staff.

The Principal is responsible to the Governing Body for ensuring this policy is fully implemented and monitored annually

Principles

- The college understands that it has a responsibility to make arrangements for supporting pupils and students with medical conditions who currently attend and those who may attend in the future.
- Pupils and students with medical conditions are encouraged to take control of their condition. Pupils and students feel confident in the support they receive from the college to help them do this.
- The college aims to provide all children with all medical conditions, the same opportunities at college.
- The college aims to include all pupils and students with medical conditions in all activities and trips.
- The college ensures all staff understand their duty of care for pupils and students in the event of an emergency.
- Parents of pupils and students with medical conditions feel secure in the care their children receive both in the transportation to college, during the school day and on educational visits.
- All staff are confident in knowing what to do in an emergency and receive regular training to do so.
- There is knowledge that certain medical conditions are serious and can be potentially life-threatening.

- All staff understand the common medical conditions that can affect all pupils and students in college.
- Staff receive suitable training on the impact this can have on pupils.

Liverpool College complies with the specific guidance pertaining to medicines which need to be taken by pupils in Reception (Early years) and by pupils and students throughout the college by:

- promoting the good health of children
- having a procedure, discussed with parents and/or carers, for responding to children who are ill or suffering from a contagious illness
- taking necessary steps to prevent the spread of infection
- taking appropriate action if children are ill
- having and implementing a policy and procedure, for administering medicines
- having systems for obtaining information about a child's needs for medicines, and for keeping this information up to date
- providing staff training where the administration of medicine requires medical or technical knowledge
- medicines are not normally administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor)
- Antibiotics that are prescribed and to be taken three times a day will not be administered by the college as they can be scheduled to be taken at home. If antibiotics are prescribed and need to be taken four times or more a day, they will be administered by the college, if it is not convenient for parents to come to school during the day to administer the dose
- medicine (both prescription and non-prescription) is only administered to a child where written permission for that medicine has been obtained from the child's parent and/or carer
- keeping a written record each time, a medicine is administered to a pupil or student.

Roles and responsibilities

General Duty of Care

- All staff are aware of the most common serious medical conditions which they may come across when children are in their care.
- Staff understand their duty of care to pupils in the event of an emergency. In an emergency, Staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- All staff that work directly with pupils receive training and know what to do in an emergency for the pupils in their care with medical conditions.
- A pupil's Individual Healthcare Plan determines the frequency of appropriate training.
- Action for staff to take in an emergency for the common serious conditions is displayed in prominent locations for all staff including classrooms, kitchens and the staff room.
- The college uses the pupils' Individual Healthcare Plan to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- The college has procedures in place so that the most up to date/single master copy of the pupil's Individual Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.
- In the event of staff absence, the college has plans in place to ensure that Individual health Care Plans are followed.

The College

Has a responsibility to:

- uphold the Equality Act 2010 and make any reasonable adjustments
- ensure that arrangements are in place to support pupils and students with medical

conditions (plans and suitable accommodation). In doing so they should ensure that such children can access and enjoy the same opportunities as any other child

- take into account that many of the medical conditions that require support will affect quality of life and may be life-threatening and therefore focuses on the needs of the individual child/young person
- make sure this policy is effectively implemented, monitored, evaluated and updated in line with the college policy review timeline
- ensure all parents are fully aware and understand their responsibilities (use Appendix H).

The Principal/Business Manager

Has a responsibility to:

- ensure that the college implements this policy and develops related, detailed procedures
- liaise between interested parties including pupils and students, staff, the SENCO, pastoral support staff, teaching assistants, nurses, parents, governors, the Local Authority and local emergency care services and seeks advice when necessary
- ensure every aspect of the policy is maintained
- ensure that information held by the college is accurate and up to date and that there are good information sharing systems in place in relation to pupils and students' Individual Healthcare Plans
- ensure pupil and students' confidentiality
- assess quality assured training and support the development needs of staff
- ensure all supply teachers and new staff are familiar with this policy
- delegate staff members to check the expiry date of medicines kept at college and to maintain the medical register
- monitor and review the policy at least once a year, with input from pupils and students, parents, staff and external stakeholders and update according to review recommendations and recent local and national guidance and legislation
- report back to all key stakeholders about implementation of the policy
- provide staff to cover absence.

All Staff

Have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency by receiving whole college awareness training
- be aware that medical conditions can affect pupils and students learning and provide extra help when child/young people need it
- understand the policy and how it may impact the education of pupils and students
- know which pupils or student in their care have a medical condition and be familiar with the content of the child/young person's Individual Healthcare Plan
- allow all pupils and students to have immediate access to their emergency medication
- maintain effective communication with parents, including informing them if their child has been unwell at college
- ensure pupils and students who carry their medication with them have it when they go on a visit or out of the classroom
- be aware of pupils and students with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact it can have on a child/young people
- ensure all pupils and students with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure pupils and students have the appropriate medication or food with them during any exercise and are allowed to take it when needed

The SENCO

Has responsibility to:

- help update this policy
- know which pupils and students have a medical condition and which have special educational needs
- be the key member or liaise with other staff to ensure child/young people with medical conditions continue to make expected progress
- ensure teachers make the necessary arrangements and make reasonable adjustments if a pupil needs special consideration or access arrangements in exams or course work.

Pastoral Support Staff

Have the responsibility to:

- help update this policy
- know which pupils and students have a medical condition and which have special educational needs
- monitor pupil's attendance and punctuality and consider additional support and planning with the SENCO
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.

The college nurse and others from the local Health Community and services who work with the college

Have a responsibility to:

- notify the college when a pupil has been identified as having a medical condition that will require support. This should be, whenever possible, before the pupil starts school.
- co-operate with the college to support pupils and students with a medical condition
- be aware of the needs and training the staff need in managing the most common medical conditions
- provide information about where the college can access other specialist training or alternatively provide training if this has been locally developed
- Support the creation of individual healthcare plans (IHPs).

Other healthcare professionals, including GPs and Pediatricians

Have responsibility to:

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

Parents

Have a responsibility to:

- provide the college with sufficient and up-to-date information about their child's medical needs
- be involved in the development and review of their child's IHP
- inform the college about the medication their child requires during college hours
- inform the college of any medication their child requires while taking part in educational visits or residential visits, especially when these include overnight stays
- inform the college about any changes to their child's medication, what they take, when, and how the required dosage
- inform the college of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name and date of birth and a spare is provided with the same information

- ensure that their child's medication is within expiry dates
- inform the college if their child is feeling unwell
- ensure their child catches up on any college work 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 college to support your child is passed on to the college
- ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

Emergency Procedures

- The college has a general Health and Safety Policy that includes risk assessments and has arrangements in place to deal with emergencies.
- All staff know what action to take in the event of a medical emergency.
This includes:
 - How to contact emergency services and what information to give (use Appendix F)
 - Who to contact within the college.
 - Awareness of what actions to take in a general medical emergency
 - If a pupil needs to be taken to hospital, a member of staff will always accompany them a will stay with them until a parent arrives. The college will try to ensure that that the pupil or student knows the accompanying member of staff
 - That Staff should not take pupils to hospital in their own car.

Administration of Medication

Administration – General

- Any member of staff administering any medication will be aware of the maximum dosage and when the previous dosage was taken.
- The college understands the importance of medication being taken as prescribed.
- In normal circumstances all staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a child/young person taking medication unless they have been specifically contracted to do so.
- All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff.
- There are several members of staff who have been specifically contracted to administer medication and have received the relevant training from healthcare professionals.
- If a trained member of staff, who is usually responsible for administering medication, is not available the college will make alternative arrangements to continue to provide this support.
- For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to children/young people under the age of 16, but only with the written consent of their parent (use Appendix B – for Primary). Verbal and email written consent can also be given (Secondary Phase, Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- If a pupil or student refuses their medication, staff should not force them, record and follow procedures set out in the Individual Healthcare Plan. Parents are to be informed as soon as possible.
- If a pupil misuses medication, either their own or another pupil or student's, their parents are to be informed as soon as possible. These pupils or students will be subject to the usual disciplinary procedures.

Administration – Emergency Medication

- All pupils with medical conditions have easy access to the member of staff who administers

their medication.

- All pupils are encouraged to carry and administer their own emergency medication, only when their parents and health professionals determine they can begin taking responsibility. Those pupils can carry their medication with them, except if they are controlled drugs as defined in the Misuse of Drugs Act 2018. This is also the arrangement on any off-site or residential visits.
- A pupil who does not carry and administer their own medication knows where their medication is stored and how to access it.
- Pupils who do not carry and administer their own medication understand the arrangements that a member of staff will assist in helping them take their medication safely.

Unacceptable Practice

The college uses its discretion and professional judgment in individual cases, but it is not generally acceptable practice to:

- prevent a pupil from easily accessing their medication or inhalers when or where necessary
- assume that every child with the same condition requires similar or the same support
- ignore the views of the pupil and their parents
- send pupils home frequently or prevent them from staying for activities.
- send a child unaccompanied to the office or medical room if they become ill
- absences are unauthorized when related to hospital appointments
- prevent pupils from drinking, eating or taking toilet or other breaks to effectively manage their own medical condition
- require parents to attend college, when not convenient, to administer medication or provide medical support
- prevent or create unnecessary barriers to children participating in any aspect of their educational experience, this includes college visits, e.g. requiring the parents to accompany the child.

Records and Planning

Administration/Admission forms

- New parents are asked if their child has any health conditions or health issues on the admission form. Parents of new pupils starting at other times during the year are also asked to provide this information on admission forms.
- Data is also verified by parents and records updated when necessary.

Individual Healthcare Plans

Drawing up Individual Healthcare Plans

- An individual Healthcare plan may be initiated by a member of staff. The plan would then be drawn up with the input of healthcare professionals e.g. Specialist Nurse, parents and the child.
- The college will use Individual Healthcare Plans to record important details about individual children's medical needs at college, their triggers, signs, symptoms, medication and other treatments and used to identify the level support they need. Further documentation can be attached to the Individual Healthcare Plan if required (Appendix A).
- The college, with support from health professionals, parents and the child, will identify specific support for the pupil's educational, social and emotional needs.
- Separate arrangements or procedures required for trips or activities to ensure that the pupil can participate. (This could be in the form of a risk assessment).
- An Individual Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition. This is sent:

- at the start of the year
- at admission
- when a diagnosis is first communicated to the college.

Ongoing communication and review of the Individual Healthcare Plan

- Parents are regularly reminded to update their child's Individual Healthcare Plan, if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication, treatments or conditions change.
- Staff use opportunities to invite parents to review and check that information held by the college on a pupil's condition is accurate and up to date.
- Every pupil with an Individual Healthcare Plan has their plan discussed and reviewed at least once a year.
- Where the child has SEND, if relevant, the Individual Healthcare Plan should be linked to their statement

Storage and access to Individual Healthcare Plans

- The college ensures that all staff protect confidentiality.
- Individual Healthcare Plans are kept in a secure central location or attached as linked documents in Bromcom.
- All relevant members of staff can access the Individual Healthcare Plans to provide support with their planning of teaching and learning.
- When a member of staff is new to a pupil group, e.g. a supply teacher or a new member of staff, the college makes sure that they are made aware of (and have access to) the Individual Healthcare Plans of pupils in their care.
- The college seeks permission from parents to allow the Individual Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during college hours or at an activity outside the normal day. This permission is included in the Individual Healthcare Plan.

Use of an Individual Healthcare Plan

- Individual Healthcare Plans are used by the college to:
 - inform the appropriate staff and supply teachers about the individual needs of pupils with a medical condition in their care
 - remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to always keep their emergency medication with them
 - identify common or important individual triggers for pupils with medical conditions that bring on symptoms and can cause emergencies. The college uses this information to help reduce the impact of common triggers
 - ensure this College's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency

Consent to administer medicines

- If a pupil requires regular prescribed or non-prescribed medication at college, parents are asked to provide consent on their child's Individual Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for pupils taking short courses of medication (or by email in the Secondary Phase) and/or parents are asked to give consent via My Child at School (MCAS) for the administration of paracetamol.
- All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Individual Healthcare Plan for staff to administer the medication.
- If a pupil requires regular/daily help in administering their medication, then the college outlines the college's agreement to administer this medication on the Individual Healthcare

Plan. The college and parents keep a copy of this agreement (Appendix B).

Other record keeping

- The college keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff members (two must sign for any medicines issued), pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and emailed to parents who are informed as soon as possible (Appendix C).
- The college holds training on common medical conditions once a year. A log of the medical condition training is kept by the college and reviewed every 12 months to ensure all new staff receive training.
- The college keeps a record of staff who have had training (Appendix E).

Safe Storage and Handling of Medicines

Safe storage – emergency medication

- Emergency medication is readily available to pupils who require it at all times during the day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, all trained staff are aware of where the keys are located. They are not held personally by members of staff.
- Where the child's healthcare professional advises that they are not yet able or old enough to self-manage and carry their own emergency medication, they know exactly where to access their emergency medication and which member of staff they see.

Safe storage – non-emergency medication

- All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.
- Staff ensure that medication is only accessible to those for it is prescribed.

Safe storage – general

- The Primary Secretaries and Secondary Chapter Administrators ensure the correct storage of medication at college.
- All controlled drugs are kept in a locked cupboard and only trained staff have access, even if the pupil normally administers medication themselves. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens should be always readily available to children and not locked away.
- It is the parent's responsibility to ensure new and in date medication comes into college on the first day of the new academic year.
- Three times a year the identified members of staff check the expiry dates for all medication stored at college.
- The identified members of staff, along with the parents of pupils with medical conditions, will ensure that all emergency and non-emergency medication brought into college is clearly labeled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves.
- Medication will be stored in accordance with instructions.
- Some medication for pupils may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area that is only accessible to staff.
- All medication is sent home with pupils at the end of the college year. Medication is not stored in summer holidays.

Safe disposal

- Parents will be asked to collect out-of-date medication. At the end of the academic year, if parents fail to collect out of date medication, it will be taken to the local pharmacy for safe disposal.
- Named members of staff are responsible for checking the dates of medication and arranging for the disposal of any that has expired.
- Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or Pediatrician on prescription. All sharps' boxes in college are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis. Arrangements are made for their safe disposal.
- On an off-site or residential visit, a named member of staff is responsible for the safe storage and return of a sharps' boxes.

Review

The policy is reviewed, evaluated and updated in line with the college's policy review timeline. All stakeholders are encouraged to suggest improvements and provide updates.

Complaints Procedure

If parents or carers have concerns or are dissatisfied with the support provided, they should directly contact the college and follow the complaint procedure.

Legislation and Guidance

Special Educational Needs and Disability Code of Practice: 0-25 years – May 2015

Children and Families Act, Section 100 - 2014

Equality Act 2010

Education Act 2002

Health and Safety at work Act 2015

Medicines Act 1968, updated June 2019

Misuse of Drugs Act 1971 updated 2018

EYFS Guidance Statutory Framework

Related Policies

TL06a – Special Educational needs and disabilities

TL08 – Educational Visits, Learning Outside the Classroom

PD 01 – Attendance and Registration

EO02 – Equal Opportunity

Appendices

Appendix A: Individual health care plan

Appendix B: Parental agreement for setting to administer medicine (Primary)

Appendix C: Record of medicine administered to an individual child

Appendix D: Record of medicine administered to all children

Appendix E: Staff training record – administration of medicines (Primary)

Appendix F: Model letter inviting parents to contribute to individual healthcare plan development

Appendix G: Parent guide

Appendix H: Quick guide to colleges

Appendix A: Individual Healthcare Plan

Name of College

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. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

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

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

Arrangements for College visits/trips including Sporting Activities

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

Staff training needed/undertaken – who, what, when

Form copied to

Appendix B: Parental Agreement for setting to Administer Medicine (Primary)

Liverpool College will not give your child medicine unless you complete and sign this form, and the College has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of College

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
College/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 College staff administering medicine in accordance with the College policy. I will inform the College immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Appendix C: Record of medicine administered to an individual child

Name of College

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 signatures (1) _____ (2)

Signature of parent _____

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

C: Record of medicine administered to an individual child (Continued)

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

Date

Time given

Dose given

Name of member of staff

Staff initials

Appendix D: Record of Medicine Administered to all children

Name of College

Date

Child's name

Time

Name of medicine

Dose given

Any reactions

Signature
of staff

Print name

[illegible]

Appendix E: Staff Training Record – Administration of medicines (Primary)

Name of College

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that (name of member of staff) has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated (suggested date)

Trainer's signature _____

Date _____

Appendix F: Model Letter inviting parents to contribute to Individual Healthcare Plan development/review

Dear Parent

Thank you for informing us of your child's medical condition. I enclose a copy of a guide of your responsibilities and the full policy for supporting pupils at Liverpool College with medical conditions can be found on the College website.

An individual healthcare plan now must be prepared/reviewed. This will set out what your son/daughter needs and how this will be provided. We will develop this plan with you, your child and the healthcare professionals who can advise us on your child's medical case.

We would like to hold a meeting to start developing the plan on xx/xx/xx. Please can you contact us to let us know if this convenient and to agree who needs to attend or provide information for the meeting.

To confirm your attendance or if you would like to discuss this further please call me on xxxx xxx xxxx or ask to speak to me in the College.

Yours sincerely

Appendix G: Parent Guide

The College will support your child with their medical needs but to do this we ask that you;

- tell us if your child has a medical condition
- work with us to ensure your child has a complete and up-to-date Healthcare Plan for their child
- inform us about the medication your child requires during College hours
- inform us of any medication your child requires while taking part in educational visits or residential visits, especially when these include overnight stays
- tell us about any changes to your child's medication, what they take, when, and how much
- inform us of any changes to your child's condition
- ensure your child's medication and medical devices are labelled with their full name and date of birth
- Spare medication must be provided that are labelled with your child's full name and date of birth
- ensure that your child's medication is within expiry dates
- inform us if your child is feeling unwell
- ensure your child catches up on any schoolwork they have missed
- ensure your child has regular reviews about their condition with their doctor or specialist healthcare professional and information that will require us to support your child is passed on ASAP
- Ensure your child has a written care/self-management plan from their doctor or specialist healthcare professional to help your child manage their condition.

Appendix H: Quick Guide for Colleges

Storage and Access

- All non-emergency medication is kept in a secure place and controlled drugs are kept in a locked cupboard and only named staff has access.
- All pupils with medical conditions have easy access to their medication.

Administering any Medication

- Members of staff at the College who have been specifically contracted to administer medication are:
- If a trained member of staff, who is usually responsible for administering medication, is not available the College makes alternative arrangements to continue to provide this support.

Record Keeping

- All medications that are administered should be recorded with the date, child's name , time, name of medicine, dose given, any reactions, signature and print name of supervising staff member.
- Staff will follow the guidance within the individual healthcare plan and follow the instructions found on the prescribed medication.

Only supply medication to children/young people where written consent has been received but all staff need to act as any reasonably prudent .