Policy Statements and Procedures

SUPPORTING CHILDREN WITH MEDICAL NEEDS (INCLUDING ASTHMA), AND THE ADMINISTRATION OF MEDICINES POLICY

INTRODUCTION

The College will ensure compliance with relevant government legislation and guidance (including Section 100 of the **Children and Families Act 2014** which came into force in September 2014 and places a responsibility on schools, colleges, academies and PRUs to make arrangements for supporting all students with medical conditions). This policy is also supported by the statutory and non-statutory guidance contained within the **Supporting students at school or college with medical conditions statutory guidance for governing bodies of maintained schools and proprietors of academies in England: August 2017**.

The Children and Families Act 2014, from September 2014, places a duty on schools and colleges to make arrangements for children with medical conditions. Students with special medical needs have the same right of admission to college as other children and cannot be refused admission or excluded from college on medical grounds alone**.** However, teachers and other College staff in charge of students have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the College site. This could extend to a need to administer medicine.

The Supporting students at college with medical conditions statutory guidance for governing bodies of maintained Colleges and proprietors of academies in England: August 2017 specifies three key points.

They are:

1. Students at college with medical conditions should be properly supported so that they have full access to education, including college trips and physical education.
2. Governing bodies must ensure that arrangements are in place in colleges to support students at college with medical conditions.
3. Governing bodies should ensure that college leaders consult health and social care professionals, students and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

The College accepts that students who have medical needs should be assisted if at all possible and that they have a right to the full education available to other students. The College believes that

students who have medical needs should be enabled to achieve full attendance and receive necessary and appropriate care and support. The College also accepts all employees have rights in relation to supporting students who have medical needs as follows:

- To choose whether or not they are prepared to be involved;
- To receive appropriate training;
- To work to clear guidelines;
- To share concerns regarding legal liability;
- To be able to bring to the attention of management any concern or matter relating to supporting students who have medical needs.

The prime responsibility for a child's health lies with the parent, guardian or carer who is responsible for the child's medication and supplying the College with necessary medical information. It is our policy to ensure that all medical information will be treated confidentially. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Hewens College has a duty to ensure arrangements are in place to support children with medical conditions within the College. Hewens College believes it is important that Parents, Carers and Guardians of children with medical conditions feel confident that the College provides effective support for their children's medical conditions, and that children feel safe in their college environment.

Some children with medical conditions may be considered to have a disability under the definition set out in the Equality Act 2010, the College therefore, has a duty to comply with the Act in all such cases. In addition, some children with medical conditions may also have SEND (Special Educational Needs and Disability) and have an EHC plan combining their health, social and SEND provision. For these children, the College's compliance with the DfE's 'Special Educational Needs and Disability Code of Practice: 0 to 25 years' and the Trust's Special Educational Needs and Disabilities (SEND) Policy will ensure compliance with all legal duties and responsibilities.

POLICY OBJECTIVES

Hewens College is an inclusive community that supports and welcomes all children with medical conditions. The aim of the policy is to ensure that all children with medical conditions receive appropriate support to allow them to play a full and active role in college life as possible, remain healthy, have full access to education and achieve their own full academic potential.

The College aims to provide students who have medical conditions with the same opportunities and access to activities (College based and out-of-College) as other students:

- No child will be denied admission or prevented from taking up a place in the College because arrangements for their medical condition have not been made.
- The College will listen to the views of Parents, Guardians, Carers and Students.
- Parents, Guardians, Carers and Students feel confident in the care they receive from the College and the level of that care meets their needs.
- Staff understand the medical conditions of students at the College and that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence.
- All staff understand their duty of care to children and know what to do in the event of an emergency, and will support students where possible as first aiders.
- The College understands that all children with the same medical condition will *not* have the same needs, the College will focus on the needs of each individual child.

- The College recognises its duties as detailed in Section 100, of the Children and Families Act 2014. Some children with medical conditions may be considered to have a disability under the definition set out in the Equality Act 2010. Where this is the case, the College complies with their duties under that Act. Some students may also have Special Educational Needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision.
- For children with SEN, the policy should be read in conjunction with the Special Educational Needs and Disability (SEND) Code of Practice. The Medical Conditions Policy is supported by a clear communication plan for Staff, Parents, Guardians, Carers and Students.
- The College will monitor and keep appropriate records.
- The College will liaise as necessary with medical services in support of the individual student.

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
    - Prescribed medicines
    - Non-prescribed medicines
    - Maintenance drugs
    - Emergency medicine
- Providing clear guidance to all staff on the administration of medicines.
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines.
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines.
- Ensuring the above provisions are clear and shared with all who may require them.
- Ensuring the policy is reviewed periodically or following any significant change, which may affect the management or administration of medicines.

PRINCIPLES

It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate following consultation and agreement with parents. They will be required to complete an 'Administration of Medicines and Treatment Consent Form' **(Appendix 1).**

When students require Paracetamol or other non-prescribed medication it is our policy to request these drugs on prescription.

Students under 16 years old are never to be administered aspirin or medicines containing Ibuprofen unless prescribed by a doctor.

It is our policy to manage the administration of maintenance drugs (e.g. Insulin or drugs for epilepsy) as appropriate following consultation and agreement with the student's parents. They will be required to complete an 'Administration of Medicines and Treatment Consent Form' **(Appendix 1).** In addition, a Health Care Plan **(Appendix 2)** will be written for the student concerned by the student's Welfare Assistant in consultation with the parents' guardians or carers. Where appropriate and whenever possible a Health Care Plan will be agreed and in place before a child's admission to the College.

It is our policy (where appropriate and whenever possible) to manage the administration of emergency medicines such as injections of adrenaline for acute allergic reactions (epi-pen), oral/rectal medication for epileptic fits when they continue for a set period of time considered to cause harm and injections for diabetic hypoglycaemia. In all cases, professional training and guidance from a

recognised and competent source such as an NHS course will be received by a designated member of staff before commitment to such administration is accepted.

PROCEDURE

Administration of Medicines and Health Care Plans: When deciding on the administration of medicine requirements for students, the student's Welfare Assistant will meet with the parents to agree the level of care required. If it is agreed that a student requires medicines, an Administration of Medicines and Treatment Consent Form' **(Appendix 1)** will be completed by the student's parents and kept on file. This form will be checked on a regular basis by the member of staff with lead responsibility for First Aid and the information shared with other members of staff responsible for First Aid and the administration of medicines.

Individual Health Care Plan (Appendix 2): The main purpose of a Health Care Plan is to identify the level of support that is needed at college for an individual child. It clarifies for the child, staff and parents, the help the College can provide. These plans will be reviewed annually as a minimum.

A Health Care Plan will include:

- Details of the child's condition
- What constitutes an emergency
- What action to take in an emergency
- Who to contact in an emergency

All trained staff will ensure they are aware of the protocols and procedures for specific students in college through attending training provided and reading the Health Care Plans for individual students.

An individual Health Care Plan will be completed for every student who requires special health care treatment. The Health Care Plan will be completed by the student's Welfare Assistant in consultation and agreement with the student's parents. It will be reviewed on a regular basis with the parents to ensure its continuous suitability. The Health Care Plan will be shared with appropriate staff as agreed with the student's parents, guardians or carers.

For any student receiving medicines, a Record of Prescribed Medicine Administered to an individual Student Form **(Appendix 3)** will be completed each time the medicine is administered and this will be kept on file.

If a student refuses to take medication, his/her parents, guardians or carers will be informed at the earliest opportunity by the Welfare Assistant or First Aider.

The College will not give medication (prescription only) to any child without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the student to involve their Parents, Guardians and Carers, while respecting their confidentiality.

If possible, Parents, Guardians and Carers will be encouraged to administer medication doses outside of college sessions if this is medically permissible/possible.

When administering appropriate prescribed medication, the College will check the maximum dosage and when the previous dose was given. Parents, Guardians and Carers will be informed.

Parents, Guardians and Carers at the College understand that they should let the College know immediately if their child's needs change.

Parents, Guardians and Carers have a responsibility to keep up to date, any children's prescription medication, e.g. inhalers and EpiPens. If a student misuses their medication, or anyone else's, their Parent, Guardian and Carer is informed as soon as possible and the College's disciplinary procedures are followed.

For students requiring insulin injections/insulin via pumps or blood glucose monitoring in College, the Paediatric Diabetes Team will provide training and education where appropriate.

Bromcom (MIS): All information and updates on student health, administration of medicines and/or health care plans must be communicated to the Data Manager. The Data Manager will then update the student's medical details on Bromcom, which is the student management information system (MIS).

General Data Protection Regulation Statement: The Rosedale Hewens Academy Trust (TRHAT) DATA PROTECTION OFFICER (DPO) Ravinder Chana: Telephone - 020 8573 2097 is responsible for overseeing data protection at Hewens College. Please download the TRHAT Information Sharing and GDPR Policy from the College's website for further information with regard to data protection at Hewens College.

Contacting the Emergency Services: When a medical condition causes the student to become very ill and/or require emergency administration of medicines, then an ambulance will be called. The College reception will record the calling of an ambulance on the Ambulance Record **(Appendix 5)** and the event will be recorded on the College's Bromcom system for the student concerned. If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a Parent, Guardian or Carer arrives, or accompany a child taken to hospital by ambulance. They will not take students to hospital in their own car.

Welfare Room: Whenever possible the Welfare Room should be used for the storage and administration of medicines.

Training: First Aid staff will be responsible for the administration of medicines. Where staff are required to carry out non-routine, specialised administration of medicines or emergency treatment for a student, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted. A Staff Training Record **(Appendix 4)** will be completed by the member of staff with responsibility for staff training to document the level of training undertaken. Refresher training will be scheduled at appropriate intervals (normally every three years).

Storage of medicines

- The College will make sure that all staff understand what constitutes an emergency for an individual child and will make sure that emergency medication/equipment, e.g. asthma inhalers, epi-pens etc. are readily available in the College and on off-site activities and are not locked away.
- Students must carry their own medication/equipment. Only students who are deemed not competent to carry their own medication/equipment, in accordance with their EHCP requirements and with prior written confirmation, can have their medication/equipment stored by the College.
- For students deemed not competent to carry their own medication/equipment:

- The College will store controlled drugs securely in a non-portable container, with only named staff having access. Staff at the College can administer a controlled drug to a student once they have had specialist training.
- The College will make sure that all medication is stored safely, and that students with medical conditions know where they are at all times and have access to them immediately.
- The College will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration. The exception to this is insulin, if relevant, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents, Guardians and Carers are asked to collect all medications/equipment at the end of the use, and to provide new and in-date medication as necessary.

The storage of medicines, both for emergency use and those stored for non-competent students, will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

For the storage of medicines for non-competent students, it is the responsibility of the parents, guardians and carers to provide medicine that is in date. This should be agreed with the parents, guardians and carers at the time of acceptance of medicine administration responsibilities.

Sharps boxes will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

Record Keeping

- As part of the College's admissions process and annual data collection exercise Parents, Guardians and Carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between colleges.
- The College uses an EHCP to record the support an individual student needs around their medical condition. The EHCP is developed with the student (where appropriate), parent/carer, designated named member of college staff, SLT, specialist/College nurse (where appropriate) and relevant healthcare services.
- Where a child has SEN but does not have a statement or EHC plan, their special educational needs are mentioned in their IHCP. EHCPs are regularly reviewed, at least every year or whenever the student's needs change, with the College nurse taking a lead role alongside parents and relevant College staff (as above).
- The student (where appropriate) Parent, Guardian and Carer, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the EHCP. College staff involved in supporting the child may also hold and / or have access to the EHCP for the students in their care. These are treated as CONFIDENTIAL level documents.
- The College will make sure that the student's confidentiality is protected.
- The College will only share medical information with any other party on a strict need to know basis, e.g. Emergency Services.
- The College will keep an accurate record of all medication administered, including the dose, time, date and supervising staff.

College Environment

The College will ensure that the whole College environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities:

- The College is committed to providing a physical environment accessible to students with medical conditions and students are consulted to ensure the accessibility. The College is also committed to an accessible physical environment for out-of-College activities.
- The College makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended College activities and residential visits.
- All staff are aware of the potential social problems that students with medical conditions may experience and use the knowledge, alongside the College's Behaviour and Bullying policies, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- The College understands the importance of all students taking part in off-site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities in order to ensure they are accessible to all students. This includes out-of-College clubs and team sports. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual student needs.
- The College understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activities, and the potential triggers for a student's medical condition when exercising and how to minimise these. The College makes sure that students have the appropriate medication/equipment/food with them during physical activity and offsite visits.

Curriculum

The College will make sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at college as any other child, and that appropriate adjustments and extra support are provided.

- All College staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a student's medical condition.
- The College will not penalise students for their attendance if their absences relate to their medical condition.
- The College will refer students with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with the student (where appropriate), Parents, Guardians and Carers and the student's healthcare professional.
- The College will make sure that a risk assessment is carried out before any out-of-College visit, including work experience and educational placements. The needs of students with medical conditions are considered during the process and plans are put in place for any additional medication, equipment or support that may be required.

The College is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The College is actively working towards reducing or eliminating these health and safety risks:

- The College is committed to identifying and reducing triggers both at college and on out-of-College visits.
- College staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers as relevant to children currently in attendance.
- The EHCP details an individual student's triggers and details how to make sure the student remains safe throughout the whole college day and on out-of-College activities.
- Risk assessments are carried out on all out-of-College activities, taking into account the needs of students with medical needs.
- The College reviews all medical emergencies and incidents to see how they could have been avoided, and changes College policy according to these reviews.

ASTHMA MANAGEMENT

As a college we positively welcome all students with asthma and, recognise that asthma is a serious medical condition which affects many College age students. All students with asthma are entitled to a full education, giving opportunities to have access to participate fully in all aspects of college life including physical education. We encourage and support all students with asthma to achieve their full potential in all aspects of college life. To do this, the College ensure the policy is transparent and understood by all College staff, students and parents.

Key Principles of supporting students with asthma

- Recognising asthma is a medical condition which affects many students;
- Ensuring we provide a curriculum and environment which actively supports students with asthma in order for them to participate fully in all aspects of college life;
- Ensuring record keeping is accurate, including what medication has been taken;
- Recognising the importance of immediate access to reliever inhalers;
- Ensuring that all staff have an awareness and understanding of what to do in the event that a student with asthma, needs medical attention due to an asthma attack;
- Working in collaboration with parents, guardians and carers, College staff, Governors, medical advisers and students to ensure our policy is robust and embedded throughout the College.

Medication relating to asthma

Quick and immediate access to emergency reliever inhalers is crucial when dealing with a student who may be suffering from an asthma attack. Students must carry a reliever inhaler with them at all times, including for physical education. An emergency asthma kit containing reliever inhalers will be available in case of emergency, at the College reception first aid point. Emergency Inhalers should be inspected regularly to ensure expiry dates are not exceeded. No preventative inhalers should be stored on site.

Record Keeping for students with asthma

Upon joining Hewens College and as part of the admission process, a form is asked to be completed by the parent, guardian or carer to alert the College to a student who is asthmatic. This form will place them on the 'Hewens College Asthma Register'. The named asthma link lead will collate the register and make contact with the parent, guardian, or named responsible carer to ensure they are sending their child to college with their inhaler, unless the child is deemed not competent to do so. It is the

responsibility of the parent, guardian or carer to ensure the College is made aware of any changes to their student's medical condition or medication.

Parents, guardians and carers are asked to complete and update their student's asthma records annually or whenever there is a change to the student's condition or medication. A staff member should still act appropriately and administer first aid in emergencies, however the Department for Education guidance states 'a student under 16 should not be administered any medications without written parental consent'.

The Department of Health released guidance on the use of emergency 'Salbutamol' inhalers in colleges. We therefore have an 'Emergency Asthma Pack' which is kept at the reception first aid point at all times. Emergency inhalers are distributed around the College for emergency use, for those students who have been prescribed a reliever inhaler, with or without diagnosis of asthma.

The Department for Health representative has confirmed that a reliever inhaler can be used for ANY STUDENT in the College that needs it. These can be identified by a white (with green) cross sign, which is affixed to the wall in a secure box. Parents, guardians and carers are asked to complete the relevant form, giving their permission for an emergency reliever to be used if needed.

A named first aider is responsible for checking the expiration dates of inhalers kept on the College premises for students deemed not competent to carry their own. This medication is stored alongside their photo ID. on asthma sheets in the designated area (College reception first aid point).

All incidents must be recorded in the asthma register by the first aider and staff member that was present at the time of the asthma attack. Records are kept every time a student uses their inhaler.

This information must include:

- The date
- Time of incident
- The person/s dealing with the incident
- Details of the attack

Administering of Inhalers – Procedure of Dealing with an Asthma Attack

The College is not required to administer medication to students except in emergency circumstances, when a trained member of staff will carry out first aid duties in line with our college policies and procedures. In the event of a student suffering an asthma attack, the following procedure should be followed:

- Stay calm and reassure the student;
- Support the student to locate their inhaler which should be carried on their being. If they do not have an inhaler to hand, seek to find an emergency inhaler point or, if the student is not competent to carry their own inhaler, locate the student's spare inhaler at the College reception first aid point;
- Encourage the student to sit up and slightly forward;
- Ask for help/support from a qualified first aider;
- Help the student to steady their breathing, relax and loosen any tight clothing around the neck;

- If after taking the recommended dose prescribed for the inhaler, the student does not seem to be recovering, looks distressed or exhausted, is unable to talk in sentences, has blue lips or you feel worried at any time, call 999 for an ambulance;
- If the ambulance is delayed and has not arrived after 10 minutes, continue to administer up to 10 puffs of reliever (blue) inhaler;
- The parents, guardians or carers must be contacted in the event of an ambulance being called or in the event of an asthma attack, even if further treatment was not needed;
- A member of staff should accompany the student to the hospital until the parent, guardian or carer has arrived;
- All incidents must be recorded in the asthma register by the first aider and staff member that was present at the time of the attack.

Minor Attacks – The procedure for minor asthma attacks mirrors that of the procedure above. Students may suffer from minor asthma attacks and these should not disrupt the learning of the student whilst at college. Therefore, when the student feels well enough to return to college activities, they should do so. However, parents, guardians and carers are advised to book an appointment with the GP for an asthma review.

Training

All staff members are responsible for acquainting themselves with the knowledge of students who have asthma within the College and what the possible triggers may be for an asthma attack to occur, (this includes colds, coughs, cold weather, allergies and physical exertion). Information can be sought by liaising with the Asthma Lead.

All staff at Hewens College collaboratively participate in asthma training annually which is delivered by the London Borough of Hillingdon NHS Asthma Team. There are several posters around the College visible with information surrounding asthma. Selected members of staff are fully first aid trained in dealing with all asthma related attacks. Principles are responsible for ensuring staff access adequate training.

Hewens College has a named 'Asthma Champion' and 'Asthma Lead'. These appointed members of staff are:

- Asthma Champion – Marlene Littlefair
- Asthma Lead – Samrita Chana

The College Environment / PE for students with asthma

Hewens College will do all they can to ensure the College environment is accessible and favourable to all students. This includes educating our students about asthma, and the effects it has on the body. Information for students can be found at www.asthma.org.uk. The College has a no smoking policy and collaborates with the Teaching Alliances to ascertain no chemicals or resources are used which could trigger a student with asthma.

Students are encouraged to seek support from a first aider, to find a break out area should there be fumes that trigger their asthma. All students are required to keep their inhalers on them in the event of a fire evacuation drill. Taking part in physical activity is an essential part of college life. All staff are aware of students with asthma and the possible triggers. Students are expected to carry their inhalers with them whilst taking part in physical activity.

Off Site Activities for students with asthma

All students with asthma are asked to carry their inhalers with them when attending College trips. Staff members accompanying the students have a medication register outlining medical conditions. An emergency inhaler pack will be held by the lead staff member of the College trip.

MONITORING AND REVIEW

This policy is regularly reviewed, evaluated and updated. Updates are produced every year:

- In evaluating the policy, the College seeks feedback from key stakeholders including Students, Parents, Guardians and Carers, College nurses, specialist nurses and other relevant healthcare professionals, College staff, local emergency care services and governors.
- The views of students with medical conditions are central to the evaluation process. Should parents and students be dissatisfied with the support provided they should discuss these concerns with the Principal.

This policy is also monitored and reviewed through:

- Annual audit of all documentation and medicines stored
- Bromcom and CPOMs reports

ROLES AND RESPONSIBILITIES

- The administration of medicines is the overall responsibility of parents.
- The Principal has overall responsibility for Health and Safety and is therefore responsible for ensuring students are supported with their medical needs whilst on site.
- Nominated teachers/staff and designated First Aid staff have responsibility for the
- day-to-day administration of medicines and implementation of Health Care Plans where appropriate and agreed with parents.
- The College's governing body will make sure that there is the appropriate level of insurance and liability cover in place.

LINKS WITH OTHER POLICIES

This policy links with:

- Health and Safety
- TRHAT Information Sharing and GDPR Policy

APPENDICES

Appendix 1: Administration of Medicines and Treatment Consent Form **– Page 12**
Appendix 2: Health Care Plan – **Page 13**
Appendix 3: Record of Prescribed Medicine given to a Student Form – **Page 16**
Appendix 4: Staff Training Record for Medicine Administration and Treatment **– Page 16**
Appendix 5: Ambulance Record **– Page 17**

Appendix 1: Administration of Medicines and Treatment Consent Form Hewens College

Student Name	
Student Address	
Emergency Contact Name	
Emergency Contact Telephone No.	
Name of GP	
GP's Telephone No.	

Please tick the appropriate boxes below:

My child will be responsible for the self-administration of medicines as directed below	
I agree to members of staff administering medicines/providing treatment to my child as directed below or in the case of emergency, as staff may consider necessary	
I recognise that the college or College staff are First Aid trained but not medically trained	

Name and signature of parent, guardian or carer		
Date of signature		

Name of Medicine	Required Dose	Frequency	Course Finish	Medicine Expiry

Special Instructions	

Allergies	

Other Prescribed Medicines	

Appendix 2: Health Care Plan HEWENS COLLEGE

Student Name	
Student Form or Class	
Student Date of Birth	
Student Address	

Medical Diagnosis/Condition	
Date	
Review Date	

Name of Emergency Contact	
Relationship to Student	
Emergency Contact's Home Telephone Number	
Emergency Contact's Work Telephone Number.	
Emergency Contact's Mobile Phone Number.	

Clinic/Hospital Contact Name	
Telephone No.	

Name of GP	
GP's Telephone No.	

Describe Student's medical needs and provide details of student's symptoms

Daily care requirements e.g. before sports, at lunchtime etc.

Describe what constitutes an emergency for the student and action to be taken if this occurs

Follow-up care

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

Form copied to:	

Appendix 3: Record of Prescribed Medicine given to a Student Form HEWENS COLLEGE

Student Name	
Student Form or Class	
Student Date of Birth	

No.	Date	Time	Medicine Given	Dose	Signature

Appendix 4: Staff Training Record for Medicine Administration and Treatment
HEWENS COLLEGE

Medicine administration or treatment procedure for which staff training is being provided

Instructor	
Designation	
Signature	
Date	
Review Date	

I have received written & verbal instructions to enable me to carry out the above procedure
I understand the procedure and feel confident to carry out the procedure unsupervised
I understand the actions required if problems occur during or after the procedure

Date	Name	Designation	Signature

Appendix 5: Ambulance Record HEWENS COLLEGE

Date ambulance called	Time ambulance called	Details (Who was ambulance called for and why?)

Last reviewed: August 2026

Due for review: August 2027