



Education Trust

Inspiring the individuals of today, for a better society tomorrow,

“Aspire, Belong, Collaborate”

SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS POLICY

Review Frequency	Annual
Reviewed	19.12.2025
Next Review	December 2026
Agreed by Trustees	19 th December 2025



Contents:

Statement of intent	3
Legal framework	3
The role of the Trust Board and Local Standards Board	4
The role of the Head of School	5
The role of parents/carers	5
The role of pupils	5
The role of school staff	6
The role of the school nursing team	6
The role of clinical commissioning groups (CCGs)	6
The role of other healthcare professionals/services	7
The role of the LA	7
The role of Ofsted	7
Admissions	7
Notification procedure	8
Staff training and support	8
Self-management	9
Supply teachers	10
Individual healthcare plans (IHPs)	10
Managing medicines	12
Adrenaline auto-injectors (AAs)	13
Record keeping	15
Emergency procedures	15
Day trips, residential visits and sporting activities	15
Unacceptable practice	16
Liability and indemnity	16
Complaints	17
Home-to-school transport	17
Defibrillators	17
<u>Appendices</u>	
a) Process for developing Individual Healthcare Plans	19
b) Staff training record sheet	20
c) Parental agreement for the School to administer medicine	21
d) Contacting emergency services	24



Statement of intent

The Trust Board of Riviera Education Trust has a duty to ensure arrangements are in place to support pupils with medical conditions. The aim of this policy is to ensure that all pupils with medical conditions, in terms of both physical and mental health, receive appropriate support thus allowing them to play a full and active role in school life, remain healthy, have full access to education (including school trips and physical education) and achieve their academic potential.

Riviera Education Trust believes it is important that parents and carers of pupils with medical conditions feel confident that the school provides effective support for their child's medical condition, and that pupils feel safe in the school environment.

There are also social and emotional implications associated with medical conditions. Pupils with medical conditions can develop emotional disorders, such as self-consciousness, anxiety and depression, and be subject to bullying. This policy aims to minimise the risks of pupils experiencing these difficulties.

Long-term absences as a result of medical conditions can affect educational attainment, impact integration with peers, and affect wellbeing and emotional health. This policy contains procedures to minimise the impact of long-term absence and effectively manage short-term absence.

Some pupils with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. The school has a duty to comply with the Act in all such cases.

In addition, some pupils with medical conditions may also have SEND and have an education, health and care (EHC) plan collating their health, social and SEND provision. For these pupils, compliance with the DfE's 'Special educational needs and disability code of practice: 0 to 25 years' and both the RET and each school's SEND Policy will ensure compliance with legal duties.

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

LEGAL FRAMEWORK

This policy has due regard to legislation including, but not limited to, the following:

- The Children and Families Act 2014
- The Education Act 2002
- The Education Act 1996 (as amended)



- The Children Act 1989
- The National Health Service Act 2006 (as amended)
- The Equality Act 2010
- The Health and Safety at Work etc. Act 1974
- The Misuse of Drugs Act 1971
- The 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

This policy has due regard to the following guidance:

- DfE (2015) 'Special educational needs and disability code of practice: 0-25 years'
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on first aid for schools'
- Ofsted (2015) 'The common inspection framework: education, skills and early years'
- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'

ROLES AND RESPONSIBILITIES

The Trust Board:

- Is legally responsible for fulfilling its statutory duties under legislation.
- Ensures that arrangements are in place to support pupils with medical conditions.
- Ensures that pupils with medical conditions can access and enjoy the same opportunities as any other pupil at the school.
- Works with the LA, health professionals, commissioners and support services to ensure that pupils with medical conditions receive a full education.
- Ensures that, following long-term or frequent absence, pupils with medical conditions are reintegrated effectively.
- Ensures that the focus is on the needs of each pupil and what support is required to support their individual needs.
- Instils confidence in Parents and Carers and pupils in the school's ability to provide effective support.
- Ensures 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.



- Ensures that no prospective pupil is denied admission to the school because arrangements for their medical condition have not been made.
- Ensures that pupils' health is not put at unnecessary risk. As a result, the board holds the right to not accept a pupil into school at times where it would be detrimental to the health of that pupil or others to do so, such as where the child has an infectious disease.
- Ensures that policies, plans, procedures and systems are properly and effectively implemented.

The Head of School holds overall responsibility for implementation of this policy.

The Head of School:

- Ensures that this policy is effectively implemented with stakeholders.
- Ensures that all staff are aware of this policy and understand their role in its implementation.
- Ensures that a sufficient number of staff are trained and available to implement this policy and deliver against all individual healthcare plans (IHPs), including in emergency situations.
- Considers recruitment needs for the specific purpose of ensuring pupils with medical conditions are properly supported.
- Has overall responsibility for the development of IHPs.
- Ensures that staff are appropriately insured and aware of the insurance arrangements.
- Contacts the school nursing service where a pupil with a medical condition requires support that has not yet been identified.

Parents/carers:

- Notify the school if their child has a medical condition.
- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Are involved in the development and review of their child's IHP.
- Carry out any agreed actions contained in the IHP.
- Ensure that they, or another nominated adult, are contactable at all times.

Pupils:

- Are fully involved in discussions about their medical support needs.
- Contribute to the development of their IHP.
- Are sensitive to the needs of pupils with medical conditions.

School staff:



- May be asked to provide support to pupils with medical conditions, including the administering of medicines, but are not required to do so.
- Take into account the needs of pupils with medical conditions in their lessons when deciding whether or not to volunteer to administer medication.
- Receive sufficient training and achieve the required level of competency before taking responsibility for supporting pupils with medical conditions.
- Know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

The school nursing team:

- At the earliest opportunity, notifies the school when a pupil has been identified as having a medical condition which requires support in school.
- Supports staff to implement IHPs and provides advice and training.
- Liaises with lead clinicians locally on appropriate support for pupils with medical conditions.

CCGs:

- Ensure that commissioning is responsive to pupils' needs, and that health services are able to cooperate with schools supporting pupils with medical conditions.
- Make joint commissioning arrangements for education, health and care provision for pupils with SEND.
- Are responsive to LAs and schools looking to improve links between health services and schools.
- Provide clinical support for pupils who have long-term conditions and disabilities.
- Ensure that commissioning arrangements provide the necessary ongoing support essential to ensuring the safety of vulnerable pupils.

Other healthcare professionals, including GPs and paediatricians:

- Notify the school nursing team when a child has been identified as having a medical condition that will require support at school.
- Provide advice on developing IHPs.
- May provide support in the school for children with particular conditions, e.g. asthma, diabetes and epilepsy.



Providers of health services co-operate with the school, including ensuring communication, liaising with the school nursing team and other healthcare professionals, and participating in local outreach training.

The LA:

- Commissions school nursing teams for local schools.
- Promotes co-operation between relevant partners.
- Makes joint commissioning arrangements for education, health and care provision for pupils with SEND.
- Provides support, advice and guidance, and suitable training for school staff, ensuring that IHPs can be effectively delivered.
- Works with the school to ensure that pupils with medical conditions can attend school full-time.

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

Ofsted Inspectors:

Ofsted inspectors will consider how well the school meets the needs of the full range of pupils, including those with medical conditions.

Key judgements are informed by the progress and achievement of pupils with medical conditions, alongside pupils with SEND, and also by pupils' personal development.

ADMISSIONS

No child is denied admission to the school or prevented from taking up a school 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 school setting.

NOTIFICATION PROCEDURE



When the school is notified that a pupil has a medical condition that requires support in school, the school nursing team and/or Parents inform the Head of School or SENDCO. Following this, the school begins to arrange a meeting with parents/carers, healthcare professionals and the pupil, with a view to discussing the necessity of an IHP (outlined on page 10).

The school does not wait for a formal diagnosis before providing support to pupils. Where a pupil's medical condition is unclear, or where there is a difference of opinion concerning what support is required, a judgement is made by the Head of School and SENDCO based on all available evidence (including medical evidence and consultation with parents/carers).

For a pupil starting at the school in a September uptake, arrangements are in place prior to their introduction and informed by their previous institution.

Where a pupil joins the school mid-term or a new diagnosis is received, arrangements are put in place within two weeks.

STAFF TRAINING AND SUPPORT

- Any staff member providing support to a pupil with medical conditions receives suitable training.
- Staff do not undertake healthcare procedures or administer medication without appropriate training.
- Training needs are assessed by the SENDCO, with the support of the school nursing team, through the development and review of IHPs, on a termly basis for all school staff, and when a new staff member arrives.
- Through training, staff have the requisite competency and confidence to support pupils with medical conditions and fulfil the requirements set out in IHPs. Staff understand the medical condition(s) they are asked to support, their implications, and any preventative measures that must be taken.
- The Head of School, supported by the SENDCO and the school nursing team, confirms the proficiency of staff in performing medical procedures or providing medication.
- A first-aid certificate does not constitute appropriate training for supporting pupils with medical conditions.



- Whole-school awareness training is carried out for all staff, and included in the induction of new staff members. This training will take place at least annually, but additional training may occur termly where updates are needed or guidance has changed.
- The SENDCO, supported by the school nursing team, identifies suitable training opportunities that ensure all medical conditions affecting pupils in the school are fully understood, and that staff can recognise difficulties and act quickly in emergency situations.
- Training is commissioned by the CPD lead in each school and may be provided by the relevant bodies, including:
 - Commercial training provider
 - The school nursing team
 - GP or Consultant
 - Specialists in the field (eg physiotherapists, occupational therapists) who are involved in the medical care of the pupil

Parents/carers of pupils with medical conditions are consulted for specific advice and their views are sought where necessary, but they will not be used as a sole trainer.

The Trust Board will provide details of further CPD opportunities for staff regarding supporting pupils with medical conditions.

SELF MANAGEMENT

- Following discussion with parents/carers, pupils who are competent to manage their own health needs and medicines are encouraged to take responsibility for self-managing their medicines and procedures. This is reflected in their IHP.
- Where possible, pupils are allowed to carry their own inhalers. Medication and other devices (such as epi-pens) will be held in a suitable location that can be accessed easily and quickly.
- Where it is not possible for pupils to carry their own medicines or devices, they are held in suitable locations that can be accessed quickly and easily.
- If a pupil refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Instead, the procedure agreed in the pupil's IHP is followed. Following such an event, parents/carers are informed so that alternative options can be considered.



SUPPLY TEACHERS

- Supply teachers are:
 - Provided with access to this policy.
 - Informed of all relevant medical conditions of pupils in the class they are providing cover for.
 - Covered under the school's insurance arrangements.

INDIVIDUAL HEALTHCARE PLANS (IHPs)

- The school, healthcare professionals and parent/carer(s) agree, based on evidence, whether an IHP is required for a pupil, or whether it would be inappropriate or disproportionate to their level of need. If no consensus can be reached, the Head of School makes the final decision.
- The school, parent/carer(s) and a relevant healthcare professional work in partnership to create and review IHPs. Where appropriate, the pupil is also involved in the process.
- IHPs include the following information:
 - The medical condition, along with its triggers, symptoms, signs and treatments.
 - The pupil'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 pupil's educational, social and emotional needs.
 - The level of support needed, including in emergencies.
 - Whether a child can self-manage their medication.
 - 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 pupil's condition and the support required.
 - Arrangements for obtaining written permission from parents/carers and the head of school for medicine to be administered by school staff or self-administered by the pupil.
 - Separate arrangements or procedures required during school trips and activities.

- Where confidentiality issues are raised by the parent/carer(s) or pupil, the designated individual to be entrusted with information about the pupil's medical condition.
 - What to do in an emergency, including contact details and contingency arrangements.
- Where a pupil has an emergency healthcare plan prepared by their lead clinician, this is used to inform the IHP.
- IHPs are easily accessible to those who need to refer to them, but confidentiality is preserved.
- IHPs are reviewed on at least an annual basis, or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an EHC plan, the IHP is linked to it or becomes part of it.
- Where a child has SEND but does not have a statement or EHC plan, their SEND should be mentioned in their IHP.
- Where a child is returning from a period of hospital education, alternative provision or home tuition, we work with the LA and education provider to ensure that their IHP identifies the support the child needs to reintegrate.

MANAGING MEDICINES

- In accordance with the Trust's Administering Medication Policy, medicines are only administered at school when it would be detrimental to a pupil's health or school attendance not to do so.
- Pupils under 16 years of age are not given prescription or non-prescription medicines without their parent/carer's written consent – except where the medicine has been prescribed to the pupil without the parent/carer's knowledge. In such cases, the school encourages the pupil to involve their parents/carers, while respecting their right to confidentially.
- Non-prescription medicines may be administered in the following situations:
 - When it would be detrimental to the pupil's health not to do so
 - When instructed by a medical professional
- No pupil under 16 years of age is given medicine containing aspirin unless prescribed by a doctor.

- Pain relief medicines are never administered without first checking when the previous dose was taken and the maximum dosage allowed.
- Parents/carers are informed any time medication is administered that is not agreed in an IHP.
- The school only accepts medicines that are in-date, labelled, in their original container, and that 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 are stored safely. Pupils know where their medicines are at all times and are able to access them immediately, whether in school or attending a school trip/residential visit. Where relevant, pupils are informed of who holds the key to the relevant storage facility.
- When medicines are no longer required, they are returned to parents/carers for safe disposal. In circumstances whereby the parent/carer is unable to collect or dispose of medicines safely, the school will ensure the medicines are disposed of safely via a pharmacy. Sharps boxes are always used for the disposal of needles and other sharps.
- Controlled drugs are stored in a non-portable container and only named staff members have access; however, these drugs are easily accessed in an emergency. A record is kept of the amount of controlled drugs held and any doses administered.
- The school holds asthma inhalers for emergency use. Their location will be made known to all members of staff and their use is recorded. Inhalers are always used in line with the school's Asthma Policy.
- Staff may administer a controlled drug to a pupil for whom it has been prescribed. They must do so in accordance with the prescriber's instructions.
- Records are kept of all medicines administered to individual pupils – stating what, how and how much was administered, when and by whom. A record of side effects presented is also held.

ADRENALINE AUTO-INJECTORS (AAIs)

- The administration of AAIs and the treatment of anaphylaxis will be carried out in accordance with the school's Allergen and Anaphylaxis Policy.



- A Register of AAIs will be kept of all the pupils who have been prescribed an AAI to use in the event of anaphylaxis. A copy of this will be held in each classroom for easy access in the event of an allergic reaction and will be checked as part of initiating the emergency response.
- Where a pupil has been prescribed an AAI, this will be written into their IHP.
- For pupils who have prescribed AAI devices, these are stored in a suitably safe location near or in the pupils' usual classroom. The location of the AAI device should be clearly labelled so that all staff are aware of it. Where possible, a second AAI device should be kept centrally in The School Office.
- A copy of the pupils' IHP and the checklist for administering an AAI must be stored with the device.
- Designated staff members will be trained in how to administer an AAI, and the sequence of events to follow when doing so. AAIs will only be administered by these staff members. Training will be delivered annually.
- In the event of anaphylaxis, the staff member designated on the child's IHP 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, such as where the pupil needs restraining.
- The school 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 will be replaced when the expiry date approaches.
- The spare AAI will be stored securely in a central place, ensuring that it is protected from direct sunlight and extreme temperatures. Staff will be made aware of the location of the spare AAI and this will also be noted on the pupil's IHP.
- The spare AAI will only be administered to pupils at risk of anaphylaxis and where written parental consent has been gained. Written parental consent will be included in the pupil's IHP.
- Where a pupil's prescribed AAI cannot be administered correctly and without delay, the spare will be used.

- Where a pupil 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 pupil 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 pupil's parents/carers will be notified that an AAI has been administered and they will be informed whether this was using the pupil's or the school's device.
- Where any AAIs are used, the following information will be recorded on the AAI Record:
 - Where and when the reaction took place
 - How much medication was given and by whom
- For children under the age of six, a dose of 150 micrograms of adrenaline will be used.
- For children aged 6-11 years, a dose of 300 micrograms of adrenaline will be used.
- AAIs will not be reused and will be disposed of according to manufacturer's guidelines following use.
- In the event of a school trip, pupils at risk of anaphylaxis will have their own AAI with them (or in the possession of the adult who is leading their group if this is more appropriate) and the school will give consideration to taking the spare AAI in case of an emergency.

RECORD KEEPING

- Written records are kept of all medicines administered to pupils.
- Proper record keeping protects both staff and pupils, and provides evidence that agreed procedures have been followed.

EMERGENCY PROCEDURES

- Medical emergencies are dealt with under the school's emergency procedures.
- Where an IHP is in place, it should detail:
 - What constitutes an emergency.
 - What to do in an emergency.



- Pupils are informed in general terms of what to do in an emergency, such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff remains with the pupil until their parents/carers arrive.
- When transporting pupils with medical conditions to medical facilities, staff members are informed of the correct postcode and address for use in navigation systems.

DAY TRIPS, RESIDENTIAL VISITS & SPORTING ACTIVITIES

- Pupils with medical conditions are supported to participate in school trips, sporting activities and residential visits.
- Prior to an activity taking place, the school conducts a risk assessment to identify what reasonable adjustments should be taken to enable pupils with medical conditions to participate. In addition to a risk assessment, advice is sought from pupils, parents/carers and relevant medical professionals.
- The school will arrange for adjustments to be made for all pupils to participate, except where evidence from a clinician, such as a GP, indicates that this is not possible.

UNACCEPTABLE PRACTICE

The school will never:

- Assume that pupils with the same condition require the same treatment.
- Prevent pupils from easily accessing their inhalers and medication.
- Ignore the views of the pupil and/or their parents/carers.
- Ignore medical evidence or opinion.
- Send pupils home frequently for reasons associated with their medical condition, or prevent them from taking part in activities at school, including lunch times, unless this is specified in their IHP.
- Send an unwell pupil to the medical room or school office alone or with an unsuitable escort.
- Penalise pupils with medical conditions for their attendance record, where the absences relate to their condition.
- Make parents/carers feel obliged or forced to attend school to administer medication or provide medical support, including for toilet issues. The school will ensure that no parent/carer



is made to feel that they have to give up working because the school is failing to support their child's needs.

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

LIABILITY & INDEMNITY

- The governing board ensures that appropriate insurance is in place to cover staff providing support to pupils with medical conditions.
- The schools hold insurance policies that provide liability cover relating to the administer of medication.
- The Head of School will have overall responsibility for this policy to be implemented and that risk assessments for school visits are undertaken.

COMPLAINTS

- Parents/carers or pupils wishing to make a complaint concerning the support provided to pupils with medical conditions are required to speak to the school in the first instance.
- If they are not satisfied with the school's response, they may make a formal complaint via the school's complaints procedure, as outlined in the Complaints Procedure Policy.
- If the issue remains unresolved, the complainant has the right to make a formal complaint to the DfE.
- Parents/carers and pupils are free to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

HOME-TO-SCHOOL TRANSPORT

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



DEFIBRILLATORS

Where the school has an AED:

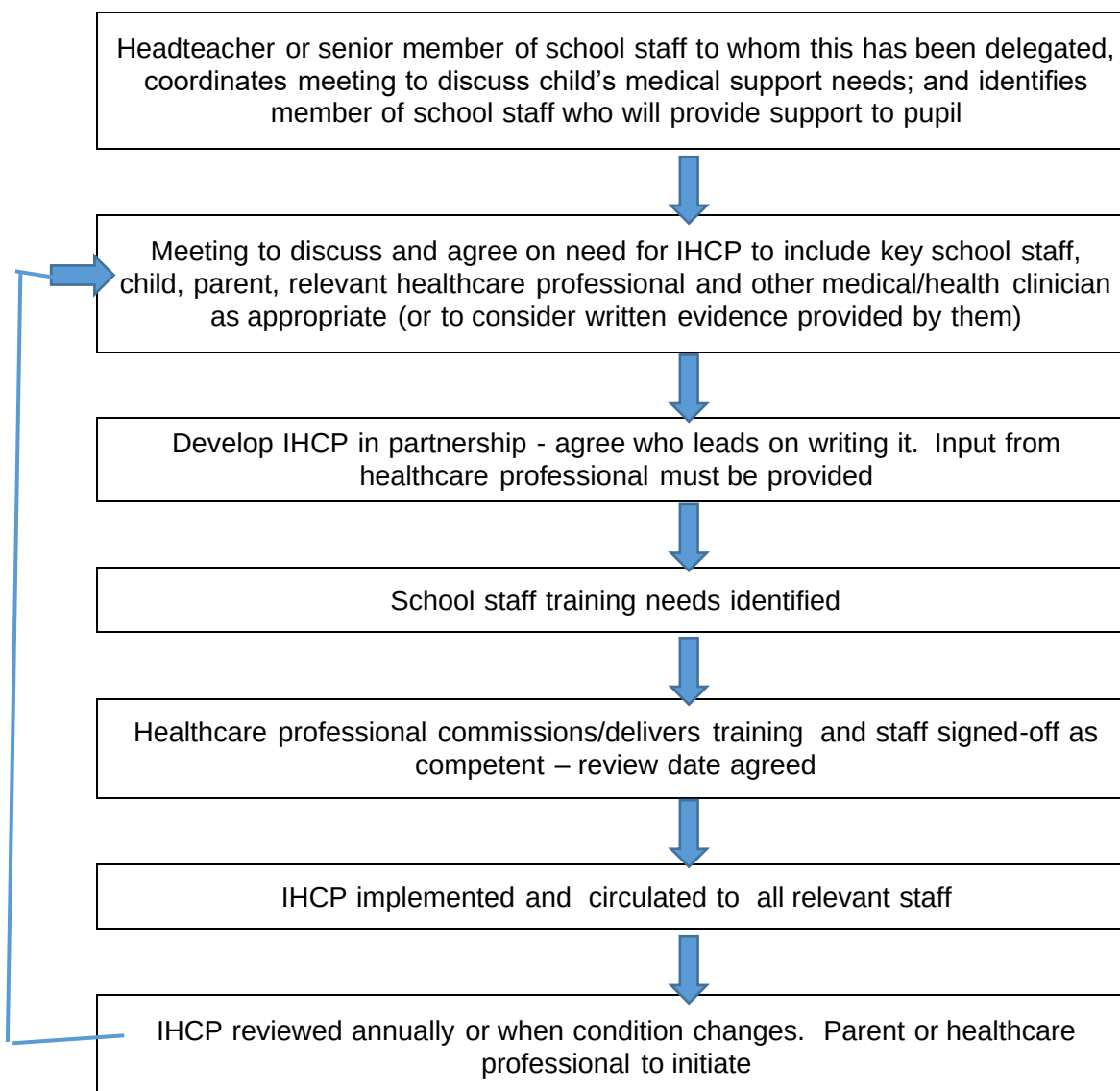
- All staff members and pupils are aware of the AED's location and what to do in an emergency.
- A risk assessment regarding the storage and use of AEDs at the school has been carried out.
- No training is needed to use the AED, as voice and/or visual prompts guide the rescuer through the entire process from when the device is first switched on or opened; however, staff members are 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.
- Where possible, AEDs will be used in paediatric mode or with paediatric pads for pupils under the age of eight.
- Maintenance checks will be undertaken on AEDs on a weekly basis by the appropriate person in each school, with a record of all checks and maintenance work being kept up-to-date by the designated person.

Annex A

Model process for developing individual healthcare plans

Parent or healthcare professional informs school that child has been newly diagnosed, or is due to attend new school, or is due to return to school after a long-term absence, or that needs have changed





Annex B

Staff Training Record Sheet – Administration of Medicines

Name	
Type of training received	
Date 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 review date).

Trainers signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____



Annex C

PARENTAL AGREEMENT TO ADMINISTER PRESCRIPTION OR NON-PRESCRIPTION MEDICINE

Notes to Parent / Guardians

Note 1: This school will only give your child medicine after you have completed and signed this form.

Note 2: All medicines must either be in the original container as dispensed by the pharmacy, with your child's name, its contents, the dosage and the prescribing doctor's name (in the case of prescription medication) or in the original packaging (eg: sealed blister pack) for non-prescribed medicine.

Note 3: This information is requested, in confidence, to ensure that the school is fully aware of the medical needs of your student.

Medication details

Date	
Student's name	
Date of birth	
Group/class/form	
Reason for medication	

Name / type of medicine (as described on the container)	
Expiry date of medication	
How much to give (i.e. dose to be given)	

Time(s) for medication to be given	
Special precautions /other instructions (e.g. to be taken with/before/after food)	
Are there any side effects that the school needs to know about?	
Procedures to take in an emergency	
I understand that I must deliver the medicine personally to ... <i>[name of staff]</i> ...	
Number of tablets/quantity to be given	
Time limit – please specify how long your student needs to be taking the medication	_____ day/s _____ week/s
I give permission for my son/daughter to be administered the emergency inhaler held by the school in the event of an emergency	Yes / No/ Not applicable
I give permission for my son/daughter to carry/use their own asthma inhalers	Yes / No / Not applicable

Details of Person Completing the Form:

Name of parent/guardian	
Relationship to student	
Daytime telephone number	
Alternative contact details in the event of an emergency	
Name and phone number of GP	
Agreed review date to be initiated by [named member of staff]	

Please delete whichever of the statements below, that do not apply

I confirm that the medicine detailed overleaf has been prescribed by a doctor and that I give my permission for the Head of School (or his/her nominee) to administer the medicine to my son/daughter.

I confirm that the medicine detailed is in the original packaging (in the case of non-prescription medication).

I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I also agree that I am responsible for collecting any unused or out of date supplies and that I will dispose of the supplies.

The above information is, to the best of my knowledge, accurate at the time of writing.

Parent's Signature _____ Date _____

(Parent/Guardian/person with parental responsibility)

Annex D

Contacting emergency services

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

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

1. School telephone number:
Oldway - 01803 557190
Roselands - 01803 525375
Shiphay – 01803 613556
2. Your name
3. School location – Oldway Primary School, Higher Polsham Road, Paignton, Devon.
Roselands Primary School, Lynmouth Avenue, Paignton, Devon.
Shiphay Learning Academy, Exe Hill, Torquay, Devon.
4. State the School postcode -
Oldway - TQ3 2SY **HOWEVER** it is important that you advise that it is the **Oldway Road** entrance to the school that is required to be used.
Roselands TQ4 7RQ.
Shiphay TQ2 7NF.
5. Provide the exact location of the patient within the school setting
6. Provide the name of the child and a brief description of their symptoms
7. Reiterate to Ambulance Control that the best entrance to use and state that the crew will be met and taken to the patient



DETAILS OF AMENDMENTS

January 2019

- Updated to include Shiphay Learning Academy

September 2019

- Updated to align with the schools' working procedures within the Trust.

May 2021

- General review.

Sept 2022

- General review.

Sept 2023

- General review.

January 2025

- General review

December 2025

- P7 – 'spiritual, social and mental health' changed to 'personal development'



