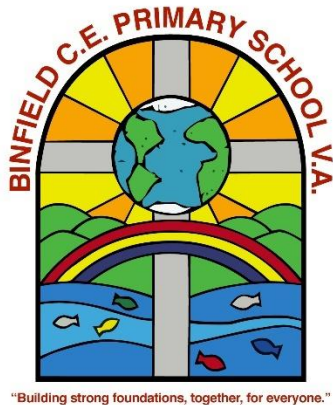


# Binfield CE Primary School (VA)



## First Aid and Medical Conditions Policy (Definitive)

**Date Last Reviewed:** March 2025

**Date Last Updated:** March 2025

**Next Review Date:** May 2026

**Status:** Definitive

This policy has been developed with regard to 'Supporting pupils at school with medical conditions' (DfE, December 2015).

### **Policy Statement**

- Binfield CE Primary School (VA) is an inclusive community that aims to support and welcome pupils with medical conditions.
- The school aims to provide all pupils with all medical conditions the same opportunities as others at school.
- The school aims to provide pupils with the care needed to ensure their welfare, e.g., first aid.
- The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency.
- The school understands the importance of medication being taken as **prescribed**.
- All staff will receive first aid training.

### **Policy Framework**

These points provide the essential framework for Binfield's First Aid and Medical policy.

1. We are an inclusive community that aims to welcome and support pupils with medical conditions.
2. The policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.
3. Staff understand and are trained in the school's general emergency procedures, i.e. fire drill; accident/emergency on the playground/in school.
4. The school has clear guidance on the administration of medication at school.
5. There is clear guidance on the storage of medication at school.
6. The school has clear expectations about record keeping.
7. The school has clear expectations about what first aid can be given.
8. We ensure that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment as well as social, sporting and educational activities.
9. Staff are aware of the common triggers that can make common medical conditions worse or can bring on an emergency. As such, we make every attempt to be a 'nut-free school'.
10. The First Aid and Medical policy is regularly reviewed, evaluated and updated by the T&L committee.

### **Policy and Guidelines**

1. Binfield CE Primary School (VA) understands that it has a responsibility to make the

school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enroll in the future.

2. Our aim is to provide all children with all medical conditions the same opportunities as others at school.
3. Pupils with diagnosed medical conditions are encouraged to take control of their condition as early as possible.
4. We include all pupils with medical conditions in all school activities. Only in exceptional circumstances, would this not be the case, e.g., medical advice. If it has been advised that a child is unable to take part in PE they will also need to remain inside during play times.
5. The school ensures all staff understand their duty of care to children and young people in the event of an emergency.

**This policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation, which is as follows:**

1. Parents are informed and regularly reminded about the First Aid and Medical Policy:
  - i) at the start of the school year when communication is sent out about Healthcare Plans
  - ii) via the school's website, where this policy is available all year round
2. School staff are informed about the First Aid and Medical Policy, information is included in the Staff Induction Pack, and they are reminded:
  - at scheduled medical conditions training, e.g. epi-pen/Jext pen training; asthma inhaler training
  - through direct references in the Staff Handbook
  - all supply and temporary staff are informed of the policy and their responsibilities via the information contained within the register folder
  - Photos and details about pupils with specific conditions are kept in the medical room and displayed securely in the classrooms
3. The school's First Aid and Medical Policy is available for public access via the school's website, [www.binfieldschool.com](http://www.binfieldschool.com)

**All staff understand and are trained in the school's general emergency procedures**

1. All staff know what action to take in the event of a medical emergency.
2. All staff refresh first aid training on a three year cycle. In addition, at least two members of staff complete more extensive First Aid training.
3. If a pupil needs to be taken to hospital, a member of staff will always, where

possible, accompany them if a parent has not arrived and will stay with them until a parent does arrive. The school tries to ensure that the staff member will be one the pupil knows.

If a child needs to go to hospital and does not need an ambulance, the parents/emergency contact will be contacted and supported to arrange suitable transport. If this is not possible, and/or the child deteriorates, then staff will call the ambulance service. It is essential that parents provide up to date contact details to the school.

### **Guidance on the administration of medication at school**

#### **Administration – Prescribed Emergency and non Emergency Medication**

**1. ALL PUPILS AT THIS SCHOOL WITH LIFE THREATENING MEDICAL CONDITIONS, (e.g., severe allergies, asthma, diabetes, heart conditions) ARE RECOMMENDED TO WEAR A MEDICAL ALERT BRACELET whilst at school/on school trips. It is the responsibility of the parent to ensure that this is worn by their child each day.**

**2. An Individual Health Care Plan should be completed by parents/carers and medical Professionals. It is up to parents to seek input from the child's medical professionals.**

3. All pupils are expected to carry and administer (with support when needed) their own emergency medication. All pupils should carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any offsite or residential visits. Only in exceptional circumstances would this not be the case. If parents do not wish to support the school's policy, they will need to sign a Medication Disclaimer form (see **Appendix 1**), which acknowledges that, should their child require the emergency medication, there may be a delay. Staff will always do their best in getting the medication to the child.

4. For prescribed medication where no specific training is necessary, an approved member of staff may administer prescribed medication to pupils under the age of 16, but only in the event that a **health care** plan has been completed by the parent or carer and approved by SLT (**Appendix 3**). Pupils must not bring medicines into school. Medicines should be in a secure and labelled container as originally dispensed (**Appendix 4**). Medicine administration will be logged in Medical Tracker with a notification also sent to parents/carers.

4a Over the counter medication will **NOT** be administered by school staff unless evidence is provided that it has been prescribed by a GP or medical professional and a Health care plan has been completed by parent/carer based on the advice of the medical professional. Parents/Carers are advised to use long-acting Ibuprofen or Calpol where pain relief is required.

4b Prescribed medications that are required to be taken over a period of 24 hours should be given by the parent/carer prior to the school day and again at the end of the school day. Any medications that have been prescribed to be taken at a specific time during the school day a parental agreement form should be completed and medicine should be collected &

disposed of by parents/carers at the end of the course.

5. Where specific training is needed for staff members who have agreed to administer prescribed medication (e.g. epi-pens) this will be provided by the School Nurse Team or other school approved professional body. It is also part of the first aid training all staff receive on a 3-year cycle.
6. Parents must inform the school immediately of any changes to prescribed medication and a new health care plan must be completed.
7. If a pupil refuses their prescribed medication, this will be recorded by the administering member of staff and the parents informed straight away.
8. Staff attending offsite visits are aware of any pupils with a health care on the visit. Staff must make a copy of the Health care plan and this will be an integral part of the offsite visits risk assessment/planning.
9. If a pupil misuses medication, either their own or another pupil's, their parents will be informed immediately. Emergency action will be taken as needed. These pupils are subject to the school's usual disciplinary procedures.

#### **Safe Storage of Emergency Medication**

1. Pupils with potentially life-threatening conditions should wear a medical alert bracelet and carry their emergency medication on them at all times. It is the responsibility of parents/carers to ensure their child is wearing this to school each day.
2. Pupils whose healthcare professionals and parents advise the school that their child is not yet mature enough to self- manage and carry their own emergency medication, or it is a controlled drug, know exactly where to access their emergency medication, i.e., in the school's medical room. It will be clearly named with a photo of the child for quicker identification. However, with increasing numbers of pupils with medication stored in school it may take time to identify and collect medication for the named child.

#### **Safe Storage of Non-Emergency Medication**

1. All non-emergency medication is kept in a lockable cupboard in the medical room

#### **Safe Storage – General**

- All controlled drugs are kept in a locked cupboard/fridge. Only approved staff have access to it, even if pupils normally administer the medication themselves.
- At the end of each school year, parents are requested to confirm that held medication has not expired and this will then be recorded on the Health care plan.
- All prescribed medication will not be accepted unless it is in the original packaging with the child's name and address clearly visible.
- It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year, and that diabetic/other essential

supplies are topped-up throughout the year.

## **Healthcare Plans**

### **Drawing up Healthcare Plans**

#### **Long-term conditions**

Parents of pupils with Long Term conditions (e.g. asthma, anaphylaxis, epilepsy, diabetes, etc.) are asked to complete a Healthcare Plan to record important details about the child's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Healthcare professionals should support with writing these plans. Further documentation can be scanned onto the child's record in Medical Tracker (if required). Copies of the Healthcare Plan are available from the school office and on the school's website.

Parents then return these completed forms to the school for assessment and agreement by the SLT. Once the plan has been signed off by the school, the parents/carers need to approve in Medical Tracker. It is the parents' responsibility to notify the school if modifications need to be made or if the plan is no longer required, so that it can be officially terminated.

#### **Short-term conditions**

If a pupil has a short term medical condition (e.g. broken/sprained limb with a time limit for recovery) that requires medication or special consideration during school hours, an Individual Care Plan must be completed by the parents/carers. This will be reviewed and discussed with the parents before the child can be admitted into school. It is the parents' responsibility to bring the pupil to the front office, complete the plan and wait for agreement from a member of the SLT before their child can come into school. This is to ensure that their welfare and safety needs can be met. N.B. If a child is okay to go outside at playtime, we would normally expect them to participate in P.E.

#### **Ongoing Communication and Review of Healthcare Plans**

It is the responsibility of the parents to update their child's 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 and treatments change.

In July in preparation for the next academic year, parents/carers of children with a long term care plan will be asked to review it and agree/disagree for medicine to remain in school over the summer holiday.

#### **Storage and Access to Healthcare Plans**

Parents can view and edit the pupil's agreed plan in Medical Tracker. The Class Teacher can access the pupil's current agreed Healthcare Plan in Medical Tracker. A copy is kept in a secure cabinet in the school office.

All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care, either through the Class Teacher or Medical Tracker.

When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of the Healthcare Plans of pupils in their care.

### **Use of Healthcare Plans**

Healthcare Plans are used to:

- inform the appropriate staff and supply teachers about the individual needs of a pupil 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 keep their emergency medication with them at all times
- identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This information is used to help reduce the impact of common triggers
- ensure that all medication stored at school is within the expiry date
- ensure this school'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
- remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

### **Residential Visits**

As part of the careful planning for residential visits, medical forms are completed for each child. Healthcare needs are discussed with parents well in advance of the visit and appropriate provisions are made.

### **Other Record Keeping**

All staff who may need to administer specialist medication are provided with training by a healthcare professional, in school.

The school keeps a register of staff who have had the relevant training and have agreed to administer the medication, should the need arise.

### **Physical environment**

This school is committed to providing a physical environment that is accessible to pupils with medical conditions and includes out-of-school visits. The school recognises that this sometimes means changing activities or locations and after-school clubs and residential trips.

Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.

### **Social interactions**

The needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

This school ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as breakfast club, school

productions, after-school clubs and residential visits.

Staff are made aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behavior policies.

Staff use opportunities such as personal, social and health education (PSHCE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

### **Offsite Visits**

Risk assessments are carried out prior to any offsite visit and medical conditions are considered during this process. Factors we consider include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

Staff understand that there may be additional medication, equipment or other factors to consider when planning residential visits. This school considers additional medication and facilities that are normally available at school.

### **Illness**

- Parents should keep their children at home if acutely unwell or infectious.
- The '*Guidance on infection Control in schools and other childcare settings*' poster in the medical room provides information on the recommended periods of exclusion from school for a wide range of illnesses and infections. Staff should refer to this poster when advising parents of the requirements.

### **Vomiting and Diarrhoea**

- If a child has been sick or is suffering from diarrhoea whilst at school, parents/carers will be contacted and asked to take the child home immediately.
- Parents/Carers will be requested not to return the child to school **until at least 48 hours after the symptoms have ceased.**
- We would also ask that you use this 48hr rule if your child has been sick at home.

### **Treating Minor Ailments/administering First Aid at school or on an off-site visit.**

- All staff trained in first aid may administer first aid.
- Gloves must be worn when dealing with any bodily fluid.
- Foreign objects such as splinters should not be removed but covered appropriately for parents to deal with when the child goes home.
- If a child has an eye injury, appropriate first aid, e.g. sterile water/eye pad, will be taken and a parent called if required.
- Wet swabs or sterile wipes can be used to clean minor cuts and grazes.
- Plasters will be administered to open wounds unless the child is allergic to them. An alternative cover will be used.
- Ice packs will be used on swellings and bumps. These are kept in the medical room. Staff will apply these for up to 10 minutes at a time.

- All First Aid supplies will be kept in the medical room or carried in a bag if on a school trip.
- Details of a pupil's treatment/injury will be noted as an incident in Medical Tracker. Staff should take a copy of this form with them for offsite visits and details uploaded into Medical Tracker on their return.

### **Bumps to the Head**

- When a head bump is reported the child needs to be taken to the medical room. An ice pack will be administered as appropriate. The child will also be monitored. If they seem fine they will be returned to class. The class teacher needs to be made aware.
- If a bump is more serious, a first aid assessment will be made of the child's condition and appropriate action taken straight away.
- If the child remains in school they will wear a "I've bumped my head" wristband indicating that they have received a bump to the head. This will help ensure that the whole school community is aware, should further symptoms manifest themselves.
- Parents will be informed by telephone call that their child has received a bump to the head, in case there are any side effects later. This will be recorded in Medical Tracker.

### **Serious accidents/injuries**

- In the event of a cardiac arrest, the school has a 'Lifepak AED' (defibrillator) which is kept in the school's medical room. It is suitable for all ages over one year old, is designed and is safe to be used by any responsible adult.
- In the event of a serious accident/injury to anybody necessitating professional medical intervention an accident form (**Appendix 7**) must be completed straight away and given to the School Business Manager to be sent to the local authority. The HT must also be informed immediately.

**Further advice:** Supporting a child with a medical condition during school hours is not the sole responsibility of one person. A school's ability to provide effective support will depend to an appreciable extent on working co-operatively with other agencies. Partnership working between school staff, healthcare professionals (and, where appropriate, social care professionals), local authorities, and parents and pupils will be critical. An essential requirement for any policy therefore will be to identify collaborative working arrangements between all those involved, showing how they will work in partnership to ensure that the needs of pupils with medical conditions are met effectively. Some of the most important roles and responsibilities are listed below, but schools may additionally want to cover a wider range of people in their policy

### **Roles & Responsibilities:**

#### **Governors**

- ensure the school is inclusive and welcoming and that the First Aid and Medical Policy is regularly renewed in line with local and national guidance and policy frameworks
- liaise with various parties including pupils, school staff, special educational needs

coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service and local emergency care services

- ensure the policy is put into action, with good communication of the policy to all
- ensure every aspect of the policy is maintained
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- ensure pupil confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the medical conditions policy
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy regularly at least once a year, with input from pupils, parents, staff and external stakeholders, according to review recommendations and recent local and national guidance and legislation
- report back to all key stakeholders about implementation of the medical conditions policy.

**Further advice on the role of governing bodies:** Governing bodies should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

#### **Headteacher**

- ensure all staff are aware and comply with this policy, which is part of our induction pack.
- training (CPD) needs are identified and actioned by CPD lead
- make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way.

**All school staff** - 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
- understand the school's First Aid and Medical Conditions Policy
- know which pupils in their immediate care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- allow all pupils to have immediate access to their emergency medication
- maintain effective communication with parents including informing them if their child has been unwell at school
- ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom
- be aware of pupils 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 pupils (pupils should not be forced to take part in any activity if they feel unwell)
- ensure all pupils with medical conditions are not excluded unnecessarily from

activities they wish to take part in

- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.
- administer first aid in accordance with their training and this policy.

Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

**Teaching staff** - Teachers have a responsibility to;

- ensure supply staff are aware of this policy (copy within supply staff folder)
- take into account medical needs and incorporate into risk assessments, making provision for all pupils to participate.
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it.
- liaise with parents, the pupil's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition, as and when needed.
- use opportunities such as PSHCE and other areas of the curriculum to raise pupil awareness about medical conditions.

**First Aiders** - First aiders have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- when necessary ensure that an ambulance or other professional medical help is called.

### **School Nurses**

The school has access to the school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs; for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

### **Other healthcare professionals**

Other healthcare professionals, including GPs and paediatricians, should notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing individual healthcare plans. Specialist local health teams may be able to provide support in schools for children with particular conditions (e.g. asthma, diabetes, epilepsy).

**Special Educational Needs and Inclusion Manager** – the SENDCo has a responsibility to:

- help update the school's First Aid and Medical Policy
- know which pupils have a medical condition and which have special educational needs because of their condition
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work or to participate in trips.

**Pupils** - have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- let any pupil take their medication when they need it, and ensure a member of staff is called
- treat all medication with respect
- know how to gain access to their medication in an emergency
- if mature and old enough, know how to take their own medication and to take it when they need it
- ensure a member of staff is called in an emergency situation.

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.

**Parents** - have a responsibility to:

- inform the school if their child has a medical condition/health needs
- ensure the school has a complete and up-to-date Healthcare Plan for their child
- inform the school about the medication their child requires during school hours
- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell the school about any changes to their child's medication, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- ensure that their child's medication is within expiry dates

- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.
- ensure their child wears their Medi-Alert bracelet (long-term medical conditions only) and has their medication on them each day.

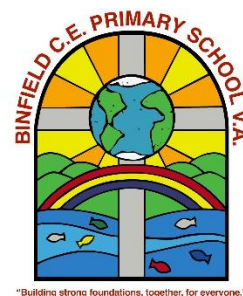
Parents should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

**Advice on the role of local authorities:**

Local authorities may provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively. Local authorities should work with schools to support pupils with medical conditions to attend full-time. Where pupils would not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements. Statutory guidance for local authorities<sup>8</sup> sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from school for 15 days or more because of health needs<sup>9</sup> (whether consecutive or cumulative across the school year).

## Appendix 1 – Medication Disclaimer

**Our Vision:** “Building strong foundations, together, for everyone”.



Dear Mr & Mrs XXXX

### Medical Disclaimer

Our records show that your child suffers from a medical condition which may require use of an inhaler or epi-pen/Jext pen.

The school’s policy is that children who suffer with asthma symptoms requiring the use of an inhaler, or allergies that could result in a serious allergic reaction, should carry their own medication on them at all times. We have carefully assessed the large area your child moves within during a typical school day and taken into consideration the practicalities of storing medication centrally then accessing and administering it quickly in an emergency. It is not, in our opinion, the most viable option as there could be a delay of several minutes whilst this takes place.

You have expressed concern with regard to your child carrying their own medication/specified that your child does not always require their medication in school. As this arrangement goes against school policy the Governors require you to sign a disclaimer and return it to school by return of post.

We will, however, require your child to wear a Medi-Alert bracelet <https://theidbandco.com/for-kids/> so that all staff are aware of their condition and can act as quickly as possible in an emergency. We also require that you ensure your child has their medication on them for all school trips/off-site visits. They will not be allowed to participate in these events unless they have their medication on them.

Epi-pen/Inhaler carriers and wristbands have been recommended to us and can be purchased from a number of different sources; a couple of websites are also listed below for your convenience:

<https://theidbandco.com/for-kids/>  
[www.amazon.co.uk](http://www.amazon.co.uk)

We will do our very best in the event of an emergency, although there may be a delay in administering the medication.

Please keep the school informed if there are any changes to your child’s condition.

Yours sincerely,

Suzie Featherstone-Wright

#### Headteacher

Benetfeld Road Binfield Bracknell Berkshire RG42 4EW

Telephone: 01344 860106 Fax: 01344 304802

Email: [secretary@binfieldschool.com](mailto:secretary@binfieldschool.com)

Website: [www.binfieldschool.co.uk](http://www.binfieldschool.co.uk)



## MEDICAL DISCLAIMER

Pupil's Name: \_\_\_\_\_

DoB: \_\_\_\_\_

I/We understand that it is the school's policy, for the safety of its pupils, that children with potentially life threatening conditions carry their Inhalers/Epi-pen with them at all times.

*(Please tick all appropriate boxes below and sign to confirm that you are aware of the risks involved)*

### INHALERS:

I/We confirm that our child does not usually require their inhaler in school.

I/We agree that, if our child is suffering with a chest infection/chesty cough/cold (and require their inhaler), we are responsible for ensuring that our child brings their medication into school.

**I/We agree that if our child is suffering with a chest infection/chesty cough/cold and requires medication:**

They will carry their (inhaler) medication on their person

**OR**

They will NOT carry their medication on them in school (it will be kept in the medical room).

I/We confirm that our child requires an inhaler in school every day, but will NOT carry their medication on them in school (to be kept in the medical room). I/We are responsible for ensuring that the inhaler is adequately full and is in date. **Out of date medication cannot be administered by staff.**

I/We confirm that we understand there could be a delay in administering any required medication (in the event of an emergency), because it will be stored in the medical room and not carried on their person.

I/We confirm that our child will be provided with a Medi-Alert bracelet, which they will wear in school at all times.

If our child usually carries their medication on them, I/We understand that we are responsible for ensuring that they take their medication with them when attending any off-site school activity (school trip, sports event, etc.), and will provide a suitable carrying case (e.g. bumbag) for their medication. It will then be our responsibility to return the medication to school.

### EPI-PENS/JEXT PENS:

I/We confirm that our child may require an Epi-pen/Jext-pen to be administered in the event of a serious reaction to an allergen in school.

I/We confirm that our child WILL NOT carry their epi-pen on them in school and it is to be kept in the medical room.

I/We understand that we are responsible for providing named medication to be stored in the locked medical cupboard. I/We are responsible for checking the medication is in date and replaced when the expiry date is up. **Out of date medication cannot be administered by staff**

I/We confirm that we understand there could be a delay in administering any required medication (in the event of an emergency), because it will be stored in the medical cupboard and not carried on their person.

I/We confirm that our child will be provided with a Medi-Alert bracelet, which they will wear in school at all times.

If our child usually carries their medication on them, I/We understand that we are responsible for ensuring that they take their medication with them when attending any off-site school activity (school trip, sports event etc.) and will provide a suitable carrying case (e.g. bumbag) for their medication. It will then be our responsibility to return the medication to school.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Individual Healthcare Plan

Child's name	
Year group/class	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

### Family Contact Information

Name	
Relationship to child	
Phone no. (home)	
(mobile)	
(work)	
Name	
Relationship to child	
Phone no. (home)	
(mobile)	
(work)	

### Clinic/Hospital Contact

Name	
Hospital	
Phone no.	

### G.P.

Name	
Practice Name	

Phone no.

Who is responsible for providing support in school

**Medical Needs**

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.

Medication taken at home:-

Medication needed in school:-

A separate Parental Agreement Form will need to be completed for medication kept in school.

Daily care requirements - diet, timetable, activities, other requirements, SEN Support

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

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

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

Plan developed with

Staff training needed/undertaken - who, what, when

Name	Training	Date	Delivered by	Review

Form copied to

Plans are reviewed annually or earlier if evidence is presented that the child's needs have changed.

I understand that it is my responsibility to inform the school immediately if there is any change in my child's condition.

Parent/Carer signature \_\_\_\_\_ Date \_\_\_\_\_

School Representative \_\_\_\_\_ Date \_\_\_\_\_

Medical Representative \_\_\_\_\_ Date \_\_\_\_\_

or

Medical Evidence



Binfield C.E Primary School

**Parental agreement for school setting to administer medicine**

The staff from Binfield C.E Primary School will not give your child medicine unless you complete and sign this form.

I understand that I must deliver the medicine personally to the school office. I accept that this is a service that the school is not obliged to undertake. If more than one medicine is to be given, a separate form should be completed for each one.

I understand that I must notify the school of any changes in writing. All medicines will be returned at the end of the school year.

Name of Child		Class	
Medical condition or illness			

**Note: Medicines must be in original container as dispensed by the pharmacy**

Name/type of medicine (as described on the container)	
Expiry date	
Dosage/Method/Timing	
Other instructions	
Are there any side effects that the school needs to know about	
Who should be contacted first in an emergency	

Please tick appropriate box:

My child will be responsible for self-administration of medicine as directed above

I agree to members of staff administering medicines/providing treatment to my child as directed above.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This arrangement will continue until either the end date of the course of medicine or until instructed otherwise by the child's parent/carer.

## Record Medication Use



Student/Staff\*

Medication use date & time\*

Jun 05, 2025 11:24



Name of medication\*

Exact dosage administered\*

Medication administered by\*

-- Please select --



Staff name

Second staff name

Any side effects experienced?

Notes

These notes are only visible to Medical Tracker users.

### Additional fields

Confidential?

Only teams with confidential access will be able to view this record

Save

Cancel

# Injury



Student/Staff\*

Name of first aider\*

Incident date & time\* (24-hours format)

Jun 05, 2025 11:30



Location of incident\* ?

--- Please select locat... ▼

Injured area\*

--- Please select --- ▼

Injury / Symptoms\*

--- Please select --- ▼

Injury description

Please provide as much information as possible

How it happened?\*

--- Please select --- ▼

More information

Referred by (staff member)

Treatment administered\*

What happened next?\*

--- Please select --- ▼

Notes

These notes are only visible to Medical Tracker users.

Additional fields

Confidential?

Only teams with confidential access will be able to view this record

Request accident/incident investigation?

RIDDOR reportable?

[If uncertain, please read HSE guidance](#)

Save

Cancel

## 1. Introduction

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**Category:** An incident involving a person

## 2. Reported By

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**Name:** Mrs [REDACTED]  
**Telephone:** 01344 860106  
**Email:** pa@binfieldschool.com

## 3. Location

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**Address:** BCEP - Binfield C of E Primary School Binfield, Bracknell, Berkshire, RG42 4EW, United Kingdom  
**Description:** Playground  
**County:** Berkshire

## 4. The Incident

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**Date:** 25/11/2024 13:35  
**Type:** Struck by object

**Incident detail:** [REDACTED]

**Manager name:** [REDACTED]  
**Manager email:** [REDACTED]

## 5. Person Type

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**Person type:** Employee

## 6. The Injury

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**Injury:** Bruises  
**Body part:** Head  
**The person:** first aid given  
**First aid given by:** [REDACTED]  
**Severity:**  
**Time off work:** No

## 7. The Person

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**Name:** [REDACTED]  
**Telephone:** [REDACTED]

**Email:** [REDACTED]  
**Address:** [REDACTED]  
**Gender:** [REDACTED]  
**Date of birth:** [REDACTED]  
**Age:** [REDACTED]  
**Job type / role:** Teaching Assistant  
**Team:** Binfield  
**Manager:** Suzie Featherstone-Wright  
**Manager email:** [REDACTED]

## 8. Other Information

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### Action

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### Attachments

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