



**KING  
GEORGE V  
COLLEGE**

# Medication and Medical Needs Policy

2019/20

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## 1. Purpose of the Policy

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- 1.1 The Governors, Senior Leadership Team and Staff at Southport College and King George V College (the College) wish to ensure that students with identified medical needs receive appropriate care and support at College.
- 1.2 The Principal will accept responsibility in principle for relevant and appropriate members of staff administering or supervising students self-administering prescribed or Emergency medications where those members of staff have volunteered to do so.
- 1.3 This policy has been developed in line with the Department for Education's guidance "Supporting pupils at school with medical conditions" (December 2015).

## 2. Scope of the Policy

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- 2.1 The policy and procedures applies to identified students and all staff working with them including relevant Business Support staff, Tutors, Learning Support Assistants and College First Aiders and all College activities, including trips and offsite visits.
- 2.2 The policy formalises the procedure to be followed to identify potential and existing students who have a pre-existing medical condition that may affect their ability to achieve in their learning.
- 2.3 The policy formalises the procedure to be followed in administering or supervising students self-administering prescribed or Emergency medications.
- 2.4 The policy and procedures are intended to ensure that relevant staff are made aware of any medical conditions disclosed by a student and how it affects them, what adjustments are required and what to do in an emergency situation.
- 2.5 The policy and procedures are intended to ensure relevant staff establish and implement any reasonable adjustments that may be required to ensure that student needs are met.
- 2.6 This policy excludes 'everyday' medicines such as 'over the counter' pain relief medications, unless the identified need of the student in question requires them to be supervised in taking it, to ensure their safety.
- 2.7 In terms of this policy 'consent' refers to student consent and parental/carer consent if the student is under 18 or a vulnerable adult.

## 3. Identifying Medical Needs

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- 3.1 Students may be identified in the following ways:
  - Disclosure on a course application form
  - Disclosure at admission interviews or course discussions
  - Disclosure on a 'Can we help you?' form
  - Information provided by previous place of education

- Information provided by Local Authority
- Medical need identified on an Education Health and Care Plan
- In year referrals from staff
- In year diagnosis and self-disclosure

3.2 All identified students must be referred to and contacted by the Health and Wellbeing Coordinator to determine the nature and severity of the student’s medical need.

3.3 Identified needs include but are not limited to:

- Asthma
- Diabetes
- Anaphylaxis
- Epilepsy
- Mental Health – including anxiety disorders
- Physical Disability
- Eating Disorder
- Migraine

## 4. Accommodating Medical Needs

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4.1 Following identification, individual students will complete an assessment of need with the Health and Wellbeing Coordinator to determine the effects of their medical condition on their ability to access their chosen course, and any reasonable adjustments required in enabling them to do so.

4.2 In the event that further information and guidance about a student’s medical need is required, this may be sought from parents, medical professionals, local authorities and previous places of education

4.3 Following an initial assessment of need and depending on the severity of the student’s medical condition and its effect on their ability to access their chosen course, one or more of the procedures listed below will be followed;

- Fitness to Study and Practise (see Fitness to Study and Practise Policy)
- Care Plan (see section 6)
- Health and Wellbeing Summary (see section 6)

4.4 Where there is concern that a student may not be able to access their course as a result of an identified medical need, the student will be referred and a “Fitness to Study and Practise” assessment completed

4.5 Where it is determined that the student is fit to study and practise, any identified reasonable adjustments will be planned, shared and implemented. This may include, but is not limited to, adjustments to teaching resources, desks, chairs, room location etc. This information will be included in the student’s individual Care Plan or Health and Wellbeing Summary.

- 4.6 The Health and Wellbeing Coordinator will determine and share with relevant staff via Pro Monitor, an appropriate package of support, including a Care Plan or Health and Wellbeing Summary for each student with an identified medical need, regardless of the severity
- 4.7 When a student discloses that they may need to take medication whilst at College, the medication procedure will be followed (see section 7).

## 5. Care Plans and Summaries

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- 5.1 Following an initial assessment of need and where necessary, further information about a student's medical need has been sought, the Health and Wellbeing Coordinator will complete a Health and Wellbeing Summary or a full Care Plan.
- 5.2 Where it is determined that the student's medical needs are not complex (e.g. Hay Fever without asthma, Mild Eczema) and the only action required by the College is to share information to raise awareness amongst staff, a Health and Wellbeing Summary will be completed and a 'note' will be made on the student's Learning/Medical Support area of their ILP.
- 5.3 Where it is determined that the student's medical needs may have an effect on their learning, and College are able to limit or mitigate risk without the need for a "Fitness to Study and Practise" assessment, the Health and Wellbeing Coordinator will complete a Care Plan. The plan will detail the student's medical needs, any medication required, what effect the medical condition may have on the student, any reasonable adjustments required and what to do in case of an emergency. The plan is written in collaboration with the student and their parent/carer and signed by all parties. The plan will then be uploaded to the student's ILP and a 'note' will be made on the student's Learning/Medical Support area of their ILP.
- 5.4 Following a "Fitness to Study and Practise" assessment, where the outcome is that the student will enrol at College, the Health and Wellbeing Coordinator will always write a full Care Plan.
- 5.5 Students who require Personal Care will always have a full Care Plan written and shared with relevant staff.
- 5.6 Once a note has been made on the student's ILP, a blue + badge will appear on their profile. This identifies them to staff as having a medical need.
- 5.7 When a student discloses the need to take medication whilst at College, the medication procedure will be followed (see section 7).
- 5.8 Student Care plans will be reviewed termly and Health and Wellbeing Summaries will be reviewed annually or as the need arises should any changes in their medical needs occur.

## 6. Medication Procedure

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### 6.1 Prescribed Non-Emergency Medication

- 6.1.1 Identification of students with a medical condition that requires medication being brought into College, or, the need to have medication safely stored and / or be observed taking their medication, or have staff administer the medication may be identified through the Application process, information received from schools, tutors or from other College staff.
- 6.1.2 Once a student has been identified they will be invited in for an initial assessment with the Health and Wellbeing Coordinator to establish the details of their condition, medication required including dose and time to be taken, reason for medication and what to do if the student does not have their medication with them.
- 6.1.3 Whilst it is preferred that students, where possible, take their medication outside of College hours, it may be necessary in some circumstances for students to take medication during their College day. In such circumstances and where possible, students are encouraged to do so independently.
- 6.1.4 Where a student wishes to take medication independently in College, details of such will be shared with relevant staff and a discussion will take place with the student to determine how the medication will be stored safely whilst in College and any necessary precautions that may be required.
- 6.1.5 Where the student makes a request for College to store their medication or observe them in self-administering their medication, a full Care Plan will be completed detailing their medical need and actions required.
- 6.1.6 Where requested, agreed between the Health and Wellbeing Coordinator and written consent gained from student and parent/carer, student medication will be stored in a locked container in the First Aid room. Keys to access this medication will be held at Reception. This does not apply to emergency medication such as Adrenaline Auto Injectors, Salbutamol Inhalers or Aspirin (see emergency medication procedure).
- 6.1.7 If a student requires support in taking medication or for College staff to administer medication, a full Care Plan will be completed, detailing medication, purpose, how it will be administered and by whom. The Health and Wellbeing Coordinator will review whether staff have had the relevant training to administer the medication. If there are any concerns regarding level of staff competence, types of medication, complications etc. the request will be reviewed through the Fitness to Study and Practise procedure.

## **6.2 Prescribed Controlled and Emergency Medication**

- 6.2.1 Where a student requests that College stores controlled emergency medication, a full Care Plan will be completed with details about where the medication is stored and what to do with the medication in an emergency situation.
- 6.2.2 In the event of a student requiring prescription medication that is lifesaving (Adrenaline Auto Injectors being an exception) or a controlled drug, further information would be required from the student's medical practitioners and it may be that the College would carry out a Fitness to Study and Practise assessment to ensure that the specific requirements of that student could be met whilst keeping the student and others safe
- 6.2.3 Some controlled emergency medication can only be administered by medical professionals, if this is the case, the student's medical needs and medication will be reviewed through the Fitness to Study and Practise Assessment
- 6.2.4 When a student requests that we store Adrenaline Auto Injectors, Salbutamol Inhalers or Aspirin, as these medications are not controlled and are to be used in an emergency situation, they will be stored in an unlocked box in a location close to the student's classrooms (e.g. staffroom). These will be provided by the student and consent from student and parent/carer will be sought for appropriate staff to administer the emergency medication if needed.

## **6.3 College Supply of Non-Controlled Emergency Medication**

- 6.3.1 Students are required to provide their own emergency medication however, in the event that the student does not have access to this, College will hold a supply of non-controlled emergency medication to be administered in emergency situations. This will include Aspirin, Adrenaline Auto Injectors and Salbutamol Inhalers.
- 6.3.2 The College supply of 2 x 300mg Aspirin, 2 x Adrenaline Auto Injectors and 1 x Salbutamol Inhalers will be stored behind each College Reception (including Concepts Salon and Clouds Restaurant) and each First Aider will also carry an emergency supply of 2 x 300mg Aspirin (1 emergency dose).
- 6.3.3 Consent to administer College supplied emergency medication must be confirmed prior to administering any medication. This should preferably be written consent, however verbal consent from a parent/carer can be accepted in a real emergency (i.e. a lifesaving situation).
- 6.3.4 A record of students identified with asthma and who have salbutamol prescribed to them along with a record of identified students who have an Adrenaline Auto Injector will be kept with each College emergency medication kit. The record must also list an emergency contact for each student and indicate parental or student consent to administer medication.

- 6.3.5 A record will be kept detailing each time the College has needed to use medication from an emergency medication kit. This should list the date and time of use, name and date of birth of the student, the diagnosis or reason for use, who administered the medication and the dose administered. This record will be completed by the person administering the medication and passed to the Health and Wellbeing Coordinator to process. This information will be signed off by the Health and Wellbeing Coordinator and the details recorded on the students ILP.
- 6.3.6 The Health and Wellbeing Coordinator and Health and Safety Officer will be jointly responsible for the supply, storage, care and disposal of the Emergency Medication kits.

## **7. Administering Medication**

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### **7.1 Prescribed Medication**

- 7.1.1 Where it is requested that Staff administer medication to a student, a full Care Plan will be written detailing their medical need, medication required including time of day and dose required. The plan will detail instructions as to how to administer and record the details of such. Written student and parental consent to administer must also be confirmed prior to administering any medication. Any staff administering medication will receive adequate training in order to do so, this may be from relevant College staff who have had prior, recent training, a medical professional or the student's parent/carer. A record of training and trained personnel should be kept with the medication.
- 7.1.2 Each student will have a named person to meet their medication requirements; plus an additional two named staff to provide cover should the need arise. This may be the Health and Wellbeing Coordinator, Learning Support Manager, Personal Care Assistant, nominated Learning Support Assistant or Student Engagement Officer.
- 7.1.3 Two members of staff will observe and sign the records. In the event that one of the named persons is absent the Health and Wellbeing Coordinator or Learning Support Manager will contact one of the other named people on the plan to ensure medication is administered and recorded appropriately.
- 7.1.4 Records will be held confidentially by the Health and Wellbeing Coordinator and a medication record sheet will be kept in the medication folder for accurate record keeping of student, staff, date, time, dose and signature.

### **7.2 Emergency Medication**

- 7.2.1 In the event of a suspected heart attack, an emergency dose of Aspirin may be administered by First Aid staff under the direction of the 999 Ambulance service.
- 7.2.2 In the event of a suspected anaphylactic shock, staff may administer the College Emergency Adrenaline Auto Injector when:



- the student has an identified allergy that requires Emergency Adrenaline by auto injector but does not have their own with them, and does not have a spare one in College and urgently requires it. Medical authorisation and written student and parent/carer consent must be received to use the 'spare' Adrenaline Auto Injector prior to doing so, preferably when completing the student's Care Plan.
- the identified student's own prescribed Adrenaline Auto Injector cannot be administered correctly without delay. Adrenaline Auto Injectors can be administered over clothes and should be injected into the upper, outer thigh and in line with the instructions provided by the manufacturer. Emergency Services must be called in the event of a severe allergic reaction even if they have already had a dose of adrenaline administered to them.

7.2.3 In the event of a suspected asthma attack, staff may administer a Emergency Salbutamol Inhaler under of the 999 Ambulance Servicer when:

- the student has a diagnosis of asthma that requires the use of a Salbutamol Inhaler but does not have their own with them, and does not have a spare one in College and urgently requires it. Medical authorisation and written student and parent/carer consent must be received to use the 'spare' Salbutamol Inhaler prior to doing so, preferably when completing the student's Care Plan.
- the identified student's own prescribed Salbutamol inhaler cannot be administered correctly without delay. Emergency Services must be called in the event of a severe asthma attack even if they have already had a dose of Salbutamol.

7.2.4 Records of any Emergency Medication administered MUST be kept and shared with the Health and Wellbeing Coordinator to be processed and recorded on the student's ILP.

7.2.5 Parents/carers must be informed when the student has used Emergency Medication in College.

## 8. Personal Care

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8.1 Students who require Personal Care will have a full Care Plan written by the Health and Wellbeing Coordinator detailing their medical needs or physical disability, including any medication taken and details of care required and student and parent/carer consent to provide personal care to the student.

8.2 The student will be referred to the Learning Support Manager who will meet with the student, parent/carer and the 2 College Personal Care Assistants and complete a Support Package in collaboration with all parties, detailing any reasonable adjustments and personal care required.

## 9. Sharing Information

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- 9.1 Relevant and limited information regarding the student's medical condition will be available to relevant staff via the student's ILP, with a note to contact the Health and Wellbeing Coordinator if further information is required.
- 9.2 Care Plans will be on uploaded to the student's ILP for relevant staff to access, including First Aiders. The information will be taken from the initial assessment meeting and a Data Protection form will be completed with all students before any information is shared.

## 10. Consent

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- 10.1 Written consent from student and parent/carer must be received in order for details of medical needs, medication and personal care needs to be shared with relevant staff.
- 10.2 Written consent from student and parent/carer must be received prior to storing, observing administration of or administering any prescribed medication.
- 10.3 Written consent must be received from student and parent/carer prior to administering any Emergency Medication. Verbal consent may be accepted in a real emergency (lifesaving situation) where it is deemed that the student may come to more harm by withholding medication than by giving it.
- 10.4 Where a student wishes to bring medication into College and maintain their independence in administering the medication themselves, Request Form 1 (attached appendix) will be completed.
- 10.5 Where a student requests that medication be stored for them and be supervised whilst taking it, Request Form 2 (attached appendix) should be filled in by the student, parent/carer. Confirmation Form 3 (attached appendix) will be returned to the appropriate person if the request is able to be met. For students who need support with taking medication or need staff to administer medication Request Form 4 will be completed and Confirmation Form 5 (attached appendix) will be returned to the appropriate person.
- 10.6 Where it is agreed that College may administer Emergency Medication (Aspirin, Adrenaline Auto Injector or Salbutamol Inhaler), Consent Form 6 must be completed, with a copy held on file and a copy returned to the student or parent/carer.
- 10.7 The Health and Wellbeing Coordinator will meet with the student to collate the necessary consent forms and where necessary, refer the student to other members of the Learning Support team.
- 10.8 This policy and procedures will be reviewed annually by both the Health and Safety Committee and the College Executive Team.

## 11. Confidentiality, Record Keeping and Monitoring

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11.1 All personal and sensitive information will be managed in accordance with the Data Protection Act 2018, the General Data Protection Regulation (GDPR) and the Common Law Duty of Confidentiality.

11.2 There may be occasion where the College is obliged to disclose information, notwithstanding that the student has refused consent:

- Where the student's behaviour threatens their safety or safeguarding, and that of others;
- Or where the College would be liable to civil or criminal liability for failure to disclose.

11.3 Individual medical information will be uploaded onto ProMonitor but only for the attention of relevant staff and with prior consent (see Section 10).

11.4 This Policy will be monitored through the Health and Safety Committee to ensure its effective operation.

## 12. Data Protection

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12.1 The College will comply with the Data Protection Act 2018 and the GDPR by ensuring that personal data is:

- Collected and processed lawfully, fairly and transparently for only specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes. Further processing for archiving purposes in the public interest, research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.
- Adequate, updated and relevant and not excessive for the purposes it was collected.
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures. Including not being transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed. Personal data may be stored for longer periods solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.

## 13. Other Relevant Documents

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13.1 The Department of Health - Guidance on the use of adrenaline auto-injectors in schools. Schools.

13.2 The Department for Education – Supporting pupils at school with medical needs.

13.3 Health and Safety at Work etc. Act 1974 [www.legislation.gov.uk/ukpga/1974/37/contents](http://www.legislation.gov.uk/ukpga/1974/37/contents)

13.4 Keeping Children Safe in Education September 2018 (Department for Education)

### 13.5 College Documents:

- Disability Statement
- Safeguarding Policy and Procedures.
- Fitness to Study and Practise Policy and Procedures
- Health and Safety Statement
- First aid Policy and Procedures

## 14. Contact Details

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### 14.1 Contact Details

- Kim Goodier, Health and Wellbeing Coordinator - ext 2620
- Vickie Hayes, Learning Support Manager - SC ext 2872, KGV ext 1203
- Alison Wiggins, Student Services Officer (KGV only) - ext 1213
- Holly Jones, Student Engagement Officer (KGV only) - ext 1206
- Liz Jones, Deputy Designated Safeguarding Lead - SC ext 2759, KGV ext 1230
- Nicola Hurst, Director of Teaching & Learning & Sixth Form Studies - SC ext 2850, KGV ext 1626

## 15. Appendices

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- Form 1: Request for student to carry own prescription medication
- Form2: Request for College to provide observation in self administration of prescribed medication
- Form3: Confirmation of the Colleges consent to provide observation of prescribed medication.
- Form 4: Request for College to support with, or administer prescribed medication and/or College Emergency medication in the case of anaphylaxis or asthma attack.
- Form 5: Confirmation of the College’s agreement to support with, or administer prescribed medication
- Form 6: Consent for College to administer Emergency Medication.

**Form 1**

**Request for student to carry own medication and/or keep spare /  
emergency medication in College**

This form must be completed as appropriate by the student or parent/carer if the student is under 18 or a vulnerable adult.

Where a student needs to bring prescription medication into College it MUST be kept on their person at all times and the student is to take full responsibility for the medication whilst in College, work placement and on any trips and visits.

I would like (name student) \_\_\_\_\_ to keep his/her medication on him/her for use as prescribed.

Student's name: \_\_\_\_\_

Address: \_\_\_\_\_

Course: \_\_\_\_\_

Condition or illness, if allergies please state: \_\_\_\_\_

Name of medication as described on container/packaging: \_\_\_\_\_

Dosage and times as described on container:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If an Adrenaline Auto Injector is required can the student administer their own medication in the event of an emergency?

Yes            No

Does a spare Adrenaline Auto Injector need to be stored in College for emergency use?            Yes  
No

If yes, please ensure that the spare medication is in a sealed but not lockable box with an up to date photograph of the student attached with name and date of birth clearly visible.

It is the student, parent/carer's responsibility to ensure that all medication is in date and fit for purpose.

The spare Adrenaline Auto Injector will be stored in the appropriate curriculum staff room which the student will be made aware of as will the tutors that are involved with the student.

Comment/Further information

Care plan:      Yes   No (circle as appropriate)

Print Name (of person making request) : \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Contact phone numbers: \_\_\_\_\_

Parent/Guardian/Students signature: \_\_\_\_\_ Date \_\_\_\_\_

**If there are any changes regarding medication or care plan information please contact the Health and Wellbeing Coordinator, immediately on 01704 392620.**

Staff signature: \_\_\_\_\_ Date \_\_\_\_\_

A signed copy of this paperwork will be returned for your records.

**Form 2:**

**Request for College to provide observation in the self-administration of prescribed medication**

This form must be completed as appropriate by the student or parent/carer if the student is under 18 or a vulnerable adult. Each medication must be listed separately.

All prescribed medication should be brought into College in a daily medication holder, clearly marked with the student's name on it.

***It is the responsibility of the student, parent/carer to ensure that the correct medication is placed in the medication holder.***

**Student details**

Student's name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_

Condition or illness: \_\_\_\_\_

G.P Name and address: \_\_\_\_\_

**Emergency Contact Information** - this must be a responsible adult who is aware of the student's medical needs and medication details.

Contact 1

Contact 2

Name:

Name:

Relationship:

Relationship:

Phone No home/ work:

Phone No home / work:

Mobile:

Mobile:

Number of medicines listed on form \_\_\_\_\_

**Medication details – number** \_\_\_\_\_

Name / Type of medication as described on container: \_\_\_\_\_

How long will the student need to take this medication? \_\_\_\_\_

Dosage, time and method: \_\_\_\_\_

Any side effects we need to be aware of: \_\_\_\_\_

What constitutes an emergency and what should be done?

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How do you wish us to dispose of any needles?

Student to take home: \_\_\_\_\_ Put in College sharps bin: \_\_\_\_\_

Comment/Further information:

**Requested by:**

Print Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

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

**If there are any changes regarding medication or care plan information please contact the Health and Wellbeing Coordinator, immediately on 01704 392620.**



Form 3

**Confirmation of the College's agreement to provide observation in  
Self administration of prescribed medication**

If there is more than one request a separate agreement form should be issued for each medication

All prescribed medication should be brought into College in a daily medication holder, clearly marked with the student's name and medication name on it.

***It is the responsibility of the student, parent/carer to ensure that the correct medication is placed in the medication holder.***

The College agrees to observe/prompt: (name) \_\_\_\_\_

Taking: (quantity & name of medication) \_\_\_\_\_

As directed (time, route) \_\_\_\_\_

The observation/prompting of \_\_\_\_\_ taking the prescribed medication will be by \_\_\_\_\_ who have carried out the required training and updates to do so.

Care plan    Y    N    (circle as appropriate)

This agreement will continue until either the end date of the course of medication or until instructed by parent/guardian.

**If there are any changes regarding medication or care plan information please contact the Health and Wellbeing Coordinator, immediately on 01704 392620.**

Staff signature \_\_\_\_\_ Date \_\_\_\_\_

Position in College \_\_\_\_\_

**Form 4:**

**Request for College to support with, or administer prescribed medication**

This form must be completed as appropriate by the student or parent/carer if the student is under 18 or a vulnerable adult. Each medication must be listed separately.

All prescribed medication should be brought into College in a daily medication holder, clearly marked with the students name on it.

***It is the responsibility of the student, parent/carer to ensure that the correct medication is placed in the medication holder.***

**Student details**

Student's name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_

Condition or illness: \_\_\_\_\_

G.P Name and address: \_\_\_\_\_

**Emergency Contact Information** - this must be a responsible adult who is aware of the student's medical needs/medication details.

Contact 1

Contact 2

Name:

Name:

Relationship:

Relationship:

Phone No home/ work:

Phone No home / work:

Mobile:

Mobile:

Number of medicines listed on form \_\_\_\_\_

**Medication details – number** \_\_\_\_\_

Name / Type of medication as described on container: \_\_\_\_\_

How long will the student need to take this medication? \_\_\_\_\_

Dosage, time and method: \_\_\_\_\_

Method of administration and specific requirements -

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Any side effects we need to be aware of: \_\_\_\_\_

What constitutes an emergency and what should be done?

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How do you wish us to dispose of any needles?

Student to take home: \_\_\_\_\_ Put in College sharps bin: \_\_\_\_\_

Comment/Further information:

**Requested by:**

Print Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

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

**If there are any changes to the above information/Care plan the H&WB Coordinator, Kim Goodier must be informed immediately on 01704 392620.**

Form 5

**Confirmation of the College's agreement to support with, or administer prescribed medication**

If there is more than one request a separate agreement form should be issued for each medication

All prescribed medication should be brought into College in a daily medication holder, clearly marked with the students name and medication name on it.

***It is the responsibility of the student, parent/carer to ensure that the correct medication is placed in the medication holder.***

The College agrees to support with the administration / administer: (name)

\_\_\_\_\_

Taking: (quantity & name of medication) \_\_\_\_\_

As directed (time, route) \_\_\_\_\_

The observation/prompting of \_\_\_\_\_ taking the prescribed medication will be by \_\_\_\_\_ who have carried out the required training and updates to do so.

Care plan attached:    Y    N    (circle as appropriate)

This agreement will continue until either the end date of the course of medication or until instructed by parent/guardian.

**If there are any changes regarding medication or care plan information please contact the Health and Wellbeing Coordinator on 01704 392620 immediately.**

Staff signature \_\_\_\_\_ Date \_\_\_\_\_

Position in College \_\_\_\_\_

**Review**

I confirm that there are no changes to the above medication / administering requirement.

There have been changes to the medication / requirements and a new request form has been completed.

Print Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

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

Staff signature \_\_\_\_\_ Date \_\_\_\_\_

Position in College \_\_\_\_\_

**Form 6**

**Consent for College staff to administer Emergency Medication – to be used in conjunction with Form 1**

This consent form must be completed as appropriate by the student or parent/carer if the student is under 18 or a vulnerable adult.

Where a student needs to bring prescription medication into College it MUST be kept on their person at all times and the student is to take full responsibility for the medication whilst in College, work placement and on any trips and visits.

Where the student’s own medication cannot be administered correctly or without delay, consent MUST be given for

I consent to (name student) \_\_\_\_\_ being administered Emergency Medication of Aspirin / Adrenaline Auto Injector / Salbutamol Inhaler (delete as appropriate) in the event of their own medication being unavailable to them or when their own medication cannot be administered correctly or without delay.

Student’s name: \_\_\_\_\_

Address: \_\_\_\_\_

Course: \_\_\_\_\_

Condition or illness, if allergies please state: \_\_\_\_\_

Name of regular prescribed medication: \_\_\_\_\_

Purpose of regular, prescribed medication: \_\_\_\_\_

Emergency dosage of Emergency Medication indicated:  
\_\_\_\_\_

If an Adrenaline Auto Injector is required can the student administer their own medication in the event of an emergency?

Yes            No (if no, I consent to staff administering the medication)

If a Salbutamol Inhaler is required can the student administer their own medication in the event of an emergency?

Yes            No (if no, I consent to staff administering the medication)

Signed student \_\_\_\_\_ Date: \_\_\_\_\_

Signed parent/carer \_\_\_\_\_ Date: \_\_\_\_\_

Signed staff \_\_\_\_\_ Date: \_\_\_\_\_