



**Broxbourne CE Primary School, EYFS & Extended Schools
(Voluntary Aided)**

First Aid & Medicine Policy

| | |
|-----------------------------------|---|
| Ratified by Governors: | November 2025 |
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| Signed Chair of Governors: |  |

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Contents

- 1. INTRODUCTION3
- 2. PROVISION OF FIRST AIDERS3
- 3. FIRST AID EQUIPMENT AND BOXES4
- 4. MEDICAL ROOM4
- 5. LEGAL CONNOTATIONS OF CARRYING OUT FIRST AID5
- 6. EMERGENCY PROCEDURES AND LIAISON WITH THE AMBULANCE SERVICE5
- 7. PROVISION OF INFORMATION TO EMPLOYEES5
- 8. MAINTENANCE OF RECORDS5
- 9. FIRST AID AND BLOOD BORNE VIRUSES5
- 10. THOSE WITH SPECIFIC NEEDS6
- 11. HEAD INJURIES6
- 12. MEDICATION7
- 13. FURTHER INFORMATION10
- APPENDIX A Minimum provision for a first aid kit11
- APPENDIX B - Contacting Emergency Services12
- APPENDIX C – First Aid Practice13
- APPENDIX D: Health Information Form15
- APPENDIX E: Medicine Administration Forms17

This section should be read in conjunction with the guidance outlined in [Section F](#) of the County Health and Safety Manual and the Bloodborne Viruses Guidance.

1. INTRODUCTION

This policy sets the standards for the provision of first aid to staff and others within Broxbourne CE Primary School, Early Years Foundation Stage and Extended School and is intended to assist in meeting the requirements of current legislation.

The Health and Safety (First Aid) Regulations 1981 and their approved code of practice relate to the provision of first aid facilities for employees if they are injured or become ill at work. The Early Years Foundation Stage (EYFS) Statutory framework mandates some first aid requirements and is mandatory for all schools.

The regulations do not directly apply to non-employees, however when assessing the overall risk, Broxbourne CE Primary School has considered all persons, including children, who have access to the premises and have considered them when deciding on the number of first aiders required.

All staff understand their duty of care to children in the event of an emergency. They feel confident in knowing what to do in an emergency and understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. This includes:

- Anaphylaxis
- Asthma
- Cancer
- Epilepsy
- Diabetes

2. PROVISION OF FIRST AIDERS

A First Aider is a person who has a valid certificate in either First Aid at Work or Emergency First Aid at Work training. As the EYFS Statutory framework applies in our setting, we must ensure at least one person who has a current paediatric first aid certificate (12 hours) is always on the premises when EYFS children are present and on trips where EYFS children are present.

Broxbourne CE Primary School has carried out a risk assessment using the HSE Guidance. First Aid provision must be adequate, i.e., sufficient first aid equipment provided and the number of trained personnel.

To ensure adequate coverage and quick accessibility to a First Aider for both children and staff the following must also be considered.

- Adequate provision in order to cover work patterns, absence, leave, offsite activities etc.
- Previous injuries / illnesses experienced.
- The layout of the premises
- The location of the school and remoteness from emergency services
- Any specific hazards on site (e.g., hazardous substances)
- Numbers of children on site

- Extended / extra-curricular school activities.

Appointed persons – An appointed person (the Headteacher/Deputy Headteacher/School Manager) is responsible for taking control when someone is ill or injured, including calling 999. The Resources Manager is responsible for First Aid equipment and keeping boxes stocked. It is the responsibility of all staff to replenish stock when used and for class TAs to ensure class supplies are adequately stocked. A record of termly checks is held in the school office.

NB During pandemics or similar situations this should be more frequent due to first aid being carried out in classrooms more regularly.

Broxbourne CE Primary School employs many staff therefore to ensure that at least one appointed person is always available, 12 people will be trained in HSE approved Emergency First Aid at Work (renewable every 3 years). Six people will be trained in Paediatric First Aid. In addition, all other members of staff, including teachers, TAs, MSAs, Cleaners and Admin, will be trained in First Aid for Schools with a refresher course every 3 years.

3. FIRST AID EQUIPMENT AND BOXES

Broxbourne CE Primary School has First Aid kits located throughout the premises as set out in the School's Health and Safety Policy, Appendix 6. Travel first aid kits are taken on all offsite visits and journeys. Minimum provision for First Aid boxes and kits is set out at Appendix A.

First aid boxes do not contain medicines or any drugs including aspirin, paracetamol, antiseptic creams etc.

A First aid box is available where the premises are used by the community out of 'normal' hours, arrangements are in place to ensure a first aid kit is available to persons who may require its use.

An eye irrigation kit is available in the caretaker's wet room and in the Early Years unit for use in the case of emergency.

All first aid kits are checked regularly and maintained by teaching assistants. Items are not used after the expiry date shown on packaging. Extra stock is kept in the school.

Suitable protective clothing and equipment such as disposable gloves (e.g., vinyl or powder free, low protein latex CE marked), visors, masks and aprons are available.

Contaminated waste (soiled or used dressings) is disposed of via PHS the county approved hygienic disposal service.

4. MEDICAL ROOM

Broxbourne CE Primary School has a designated medical room that is used for medical treatment / the short-term care of sick and injured children when required.

5. LEGAL CONNOTATIONS OF CARRYING OUT FIRST AID

Staff who administer first aid according to their training in the course of their employment are covered by employer's liability insurance.

6. EMERGENCY PROCEDURES AND LIAISON WITH THE AMBULANCE SERVICE

In the case of serious or potentially serious injuries or sickness, professional medical assistance is sought at the earliest possible time to avoid the danger of inappropriate diagnosis or treatment.

All staff know how to call the emergency services. Only members of the Senior Leadership Team (Headteacher, Deputy Head or School Manager) are permitted to authorise calling 999. If the absence of a member of the SLT the Breakfast Club or After School Club Manager is authorised to call 999. Staff do not take children to hospital in their own car; it is safer to call an ambulance.

A member of staff would accompany the child to hospital by ambulance and would stay until parent or guardian arrives. Health professionals are responsible for decisions on medical treatment where a child's parent or guardian is unavailable.

See Appendix B for calling an ambulance to the school.

7. PROVISION OF INFORMATION TO EMPLOYEES

Broxbourne CE Primary School First Aid arrangements are incorporated into the Health and Safety Policy and all staff are aware of these including the location of equipment, facilities, and personnel. This forms part of the induction of all new staff.

There is a notice posted in a conspicuous position in the main entrance, giving the location of first aid equipment and facilities.

Broxbourne CE Primary School First aid practice is set out in Appendix C.

8. MAINTENANCE OF RECORDS

Broxbourne CE Primary School ensures that the following records are available:

- certification of training for all first-aiders and refresher periods;
- records of staff training are held on the staff database ;
- any specialised instruction received by staff (e.g., Epi-pens).
- first aid cases treated (see accident / incident reporting);
- the School Manager is responsible for ensuring 3 yearly refresher first aid training and annual anaphylaxis, diabetes, and asthma training.

9. FIRST AID AND BLOOD BORNE VIRUSES

In any situation requiring first-aid the 'Universal Precautions' are always followed to reduce the risk of transmitting blood borne infections such as hepatitis and HIV. This approach assumes that all blood products and bodily fluids are potentially infectious thus the following procedures are always applied:

- open wounds on the hands of staff are always covered with a waterproof adhesive dressing;
- disposable gloves (unpowdered latex or vinyl) to be worn when dealing with bleeding / cleaning up bodily fluids;
- small quantities of contaminated waste (soiled or used first aid dressings) can be safely disposed of via the usual refuse collection arrangements. Waste must be double bagged in plastic and sealed by knotting.

10. THOSE WITH SPECIFIC NEEDS

This document sets out to provide general guidance only. If Broxbourne CE Primary School has children with disabilities, long-standing medical conditions, or allergies, which require special attention, individual and specialist advice is sought about their treatment in the case of accidents or illness.

The DfE Document 'Managing Medicines in schools and Early Years settings' and Broxbourne CE Primary School's Policy for Supporting Children in School with Medical Conditions are referred to for guidance in such situations.

In addition, some staff may carry their own medication such as inhalers for asthma, insulin for managing diabetes etc. Staff are required to keep all medication locked away, eg in their staff locker. If an individual needs to take their own prescribed medication, the first aider's role is limited to helping them do so and contacting the emergency services as appropriate.

HEALTH CARE PLANS

The Health Care Plan (Medical Action Plan/Allergy Action Plan) should be completed by parents/carers and designated school staff. It should include the following information:

- details of a child's condition
- special requirement e.g., dietary needs, pre-activity precautions
- any side effects of the medicines
- what constitutes an emergency?
- what action to take in an emergency
- what not to do in the event of an emergency
- who to contact in an emergency.
- the role the staff can play.

11. HEAD INJURIES

Injuries to the head need to be treated with particular care. High energy head injuries or those with any evidence of the following symptoms may indicate serious injury and an ambulance will be called immediately.

- unconsciousness, or lack of full consciousness (i.e. difficulty keeping eyes open);
- confusion
- irritability or altered behaviour– such as, 'being easily distracted', 'not themselves', 'no concentration', 'no interest in things around them'.
- any problems with memory.
- headache;

- blurred or double vision, slurred speech, or other malfunction of the senses.
- nausea and vomiting;
- unequal pupil size;
- fluid coming from ears or nose;
- bleeding from scalp that cannot quickly be stopped their ears or bruising behind their ears.
- loss of balance.
- reading or writing problems.
- loss of power or sensation in any part of the body, such as weakness or loss of feeling in an arm or leg.
- general weakness.
- seizure or fit.

Where children receive a head injury their parents/carers are informed. This is done immediately by telephone if symptoms described above occur. For more minor bumps etc. the parent is informed when they collect their child or an email or text is sent in advance, as appropriate.

12. MEDICATION

STORAGE

When items need to be available for emergency use, e.g., asthma pumps and EpiPens, they need to be kept in an accessible location. EpiPens are kept in the School Office, Asthma pumps are located in the child's classroom. Other emergency medications are decided dependent on the child and the level of need. It is not necessary for a locked cupboard to be used, but such items should be easily available for the use of children and/or staff. When prescription items are held by the school for administration by school staff, they are stored in the school office with the paperwork for administration. All medications should be provided in their original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The school should not accept medicines that have been taken out of their original container nor make changes to prescribed dosages on parental instruction.

Expiry dates for all medications are checked termly. Parents / carers are notified if they need to arrange replacements.

CONTROLLED DRUGS

When controlled drugs (primarily "Ritalin" prescribed for Attention Deficit Syndrome) are kept on school premises, a written stock record is also required to comply with the Misuse of Drugs Act 1971 legislation. This should detail the quantities kept and administered, taken, and returned on any educational visit, and returned to the parent/carer, e.g., at the end of term. These drugs should be kept in a locked, non-portable container / cabinet within a room with restricted access (staff only). The amount of controlled drugs stored onsite should be kept to a minimum. Only specific named staff are allowed to access and administer these drugs.

ANTIBIOTICS & OTHER PRESCRIBED MEDICATIONS

Parent(s) should be encouraged to ask the GP to prescribe an antibiotic which can be given outside of school hours wherever possible. Most antibiotic medication will not need to be administered during school hours. Twice daily doses should be given in the morning before school and in the evening. Three times a day doses can normally be

given in the morning before school, immediately after school (provided this is possible) and at bedtime. If there are any doubts or queries about this, please contact the School.

It should normally only be necessary to give antibiotics in school if the dose needs to be given four times a day, in which case a dose is needed at lunchtime, or a child attends wraparound care.

Parent(s) must complete the Consent Form and confirm that the child is not known to be allergic to the antibiotic. The antibiotic should be brought into school in the morning and taken home again after school each day by the parent. Whenever possible the first dose of the course, and ideally the second dose, should be administered by the parent(s).

All antibiotics must be clearly labelled with the child's name, the name of the medication, the dose, and the date of dispensing. In school the antibiotics should be stored in a secure cupboard or where necessary in a refrigerator. Many of the liquid antibiotics need to be stored in a refrigerator – if so; this will be stated on the label.

Some antibiotics must be taken at a specific time in relation to food. It is the responsibility of the parent to determine the dosage timings. Tablets or capsules must be given with water. The dose of a liquid antibiotic must be carefully measured in an appropriate medicine spoon, medicine pot or oral medicines syringe provided by the parent.

The appropriate records must be made, see Appendix E. If the child does not receive a dose, for whatever reason, the parent must be informed that day.

NON-PRESCRIBED MEDICATION

Agreement with the school must be sought from the Headteacher if non-prescribed medication is to be administered to a child. Requests will be considered case by case. Where non-prescription (over the counter) medicines are administered e.g., for pain relief, written consent must still be obtained from parents / carers and they should be notified that their child will be taking the medication in advance, to ensure the maximum dose for the day is not exceeded and whether any doses have already been administered that day. The administration of non-prescribed medication is recorded.

ANALGESICS (PAINKILLERS)

For children who regularly need analgesia (e.g., for migraine, period pain), an individual supply of their analgesic should be kept in school. It is recommended that the school **does not** keep stock supplies of analgesics e.g., paracetamol (in the form of soluble), for potential administration to any child.

CHILDREN SHOULD NEVER BE GIVEN ASPIRIN OR ANY MEDICINES CONTAINING ASPIRIN.

OVER THE COUNTER MEDICINE (EG HAYFEVER REMEDIES)

These should be accepted only in exceptional circumstances and be treated in the same way as prescribed medication. Parent(s) must clearly label the container with the child's name, dose and time of administration and complete a Consent Form.

DISPOSAL OF MEDICINE

Parents are responsible for ensuring that date expired medicines are returned to a pharmacy for safe disposal. They should collect medicines held by the school at the end of each term.

UN approved sharps containers should always be used for the disposal of needles or other sharps, these should be kept securely at school, away from children. Provision will need to be made for offsite visits. All sharps' boxes are provided, collected, and disposed of by the parent / carer in most cases.

RESIDENTIAL VISITS

On occasion it may be necessary for a school to administer an "over the counter" medicine in the event of a pupil suffering from a minor ailment, such as a cold, sore throat while away on an Educational Visit. In this instance the parental consent form will provide an "if needed" authority, which should be confirmed by phone call from the Group Leader to the parent/carer when this is needed, and a written record is kept with the visit documentation.

REFUSING MEDICINE

When a child refuses medicine the parent should be informed the same day and be recorded accordingly. Staff cannot force a child to take any medicine.

TRAVEL SICKNESS

In the event of a child suffering from travel sickness (by coach or public transport) the following procedure may apply:

DAY VISITS (e.g., to a museum or exhibition)

The child should be given the appropriate medication before leaving home, and when a written parental consent is received, they may be given a further dose before leaving the venue for the return journey (in a clearly marked sealed envelope with the child's details, contents, and time of medication). Medication is to be kept in the charge of a named member of staff.

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

The school has two AEDs which are located in the Medical Room and in the Early Years building.

AEDs are designed to be used by anyone, without any specific training, by following the step-by-step instructions provided by the AED at the time of use.

However, it should be recognised that staff are trained in the use of an AED as part of their first aid training.

EMERGENCY ASTHMA INHALERS

Broxbourne CE Primary School voluntarily holds an asthma inhaler for emergency use i.e., in the event of a child displaying symptoms of asthma but their own inhaler is not available or unusable. Written parental consent must be obtained.

EMERGENCY ADRENALINE AUTO INJECTORS (AAI) (EPIPENS)

Broxbourne CE Primary School voluntarily holds emergency AAI devices without prescription. These are for the emergency use in children who are at risk of anaphylaxis, but their own device is not available or not working (e.g., it is faulty). Written parental consent must still be obtained.

13. FURTHER INFORMATION

Further advice and information on first aid matters can be obtained from the Health and Safety (Education) Team on 01992 556478 healthandsafety@hertfordshire.gov.uk

DfE good practice guide, Guidance on First Aid for Schools

HSE First Aid homepage <http://www.hse.gov.uk/firstaid/index.htm>

APPENDIX A Minimum provision for a first aid kit

- Leaflet giving advice on first aid.
- Twenty individually wrapped sterile plasters (assorted sizes) appropriate to the work environment (which must be detectable for the catering industry).
- Two sterile eye pads;
- Four individually wrapped triangular bandages
- Six safety pins;
- Six medium sized individually wrapped sterile unmedicated wound dressings (approx. 12 x 12cm);
- Two large sterile individually wrapped unmedicated wound dressings (approx. 18x18 cm);
- blunt ended stainless steel scissors (minimum length 12.7cm)
- At least three pairs of disposable gloves
- foil blanket
- face shield
- face mask
- apron

Minimum provision for a travel first aid kit

- Leaflet giving advice on first aid.
- Six individually wrapped sterile plasters (assorted sizes)
- Two individually wrapped triangular bandages
- Two safety pins;
- Individually wrapped moist cleaning wipes
- One large sterile individually wrapped unmedicated wound dressing (approx. 18x18 cm); and
- blunt ended stainless steel scissors (minimum length 12.7cm)
- two pairs of disposable gloves
- foil blanket
- face shield
- mask
- apron

Disposable gloves should be vinyl, nitrile or powder free, low protein latex and CE marked.

British Standard BS8599 provides further information on the contents of workplace first aid kits.

First Aid kits are checked regularly. Many items, particularly sterile ones, are marked with expiry dates. Expired items are replaced.

APPENDIX B - 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.

The portable telephone in the School Business Manager's office can be used to transfer yourself to the point of the incident. The emergency may also be able to call back on a mobile telephone if easier.

1. School telephone number – 01992 462419
2. Your name
3. Your location as
4. Broxbourne CE Primary School
Mill Lane
Broxbourne
EN10 7AY*

Make it clear that the postcode to use for a SATNAV should be EN10 7AU (this is the postcode for the church vicarage)

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. Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient.
8. Send a member of staff down to the end of the tow path to direct the ambulance to the school.
9. Member of staff to direct the ambulance through the most appropriate gate.
10. Keep a copy of these instructions by the telephone if required.

APPENDIX C – First Aid Practice

Broxbourne CE Primary School **First Aid Practice**

Children feeling generally unwell are dealt with by a Teaching Assistant during school time. They will comfort, give drinks of water, try to determine how unwell the child is and in consultation with the Class Teacher, School Manager and Headteacher will decide the appropriate course of action, i.e., to send the child home or monitor their condition.

Teaching Assistants attend to cuts and bruises and all such incidents are recorded in the classroom or Medical Room log. Teaching Assistants also deal with children who have been sick or had loose/uncontrolled bowel movements. Children who have vomited or had loose/uncontrolled bowel movements are sent home and parents are informed to keep the child away from school until 48 hours after symptoms cease.

These same duties are carried out by Midday Supervisor Assistants during the lunch hour.

Notes on yellow paper are always sent home to parents following any bang to the head and an email/text sent. These notes are initiated by the person dealing with the incident.

In the event of a child needing to be taken home, to the doctors or a hospital a parent or named person is called. The school has emergency numbers for each child and a parent / carer is expected to be available on that number.

In the event of a child needing emergency First Aid, the Headteacher, Deputy Head or School Manager would be called, and other named staff would offer assistance. An ambulance would be called.

More serious accidents and dangerous occurrences must be reported to the County Health and Safety Manager via the HCC Accident Incident form on Solero or as soon as practicable after the event. This should be completed online. Where it is necessary for the Health and Safety Executive (HSE) to be notified, form F2508 Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) – should be completed. This can be filled in online. (*Further guidance on when it is appropriate to inform the HSE of any incident is given in the Education Health and Safety Manual*).

The circumstances of an incident should be investigated by the Headteacher at the earliest opportunity and where remedial or protective action is required this should be carried out without delay.

Internal telephones are available in classrooms, hall etc to contact the school office. Red Triangles are hung in all rooms and corridor areas. The significance of these and their location is known to all adults. If an incident occurs an adult is able to give the Triangle to a child who will find the nearest other adult to assist immediately. Children are aware of this procedure.

Medicines in School

Please refer to Policy for Supporting Children at School with Medical Conditions, for those children with medical conditions that need further support throughout their time in school e.g., anaphylaxis. diabetes.

Policy

1. All teachers teaching assistants and midday supervisory assistants are kept up to date on official first aid practice for educational establishments. As of November 2023, five members of staff currently hold a Paediatric First Aid Certificate. Eight members of staff are trained in the HSE approved course, Emergency First Aid at Work. Remaining staff members are trained in Emergency First Aid in Schools. All refresher courses are held every 3 years.
2. All staff should be aware of assistance that can be given if they need it from the Headteacher, Deputy Head and School Manager should they have an emergency.
3. First Aid boxes must at all times be equipped with material, which is necessary for dealing with any minor injury. In the event of a more major injury/incident, first aid equipment should be available until such time as further help can be summoned, e.g., ambulance.
4. The building and ground should be kept as safe as possible and any hazards identified as such and removed so that all persons work and play in as safe an environment as possible.
5. All staff are encouraged to attend emergency first aid courses at regular intervals – updating every three years.
6. All those people using the school out of hours are made aware of first aid boxes and their whereabouts and the telephone must be available for their use. Such groups or people must be aware of the necessity of having a name First Aider present.
7. There is at least one notice posted in a conspicuous position in all workplaces in the school, giving the location of first aid equipment and facilities and the name and location of the personnel concerned.
8. New employees are told of the location of first aid equipment and personnel, and where appropriate, facilities when they first join the school. This should always be part of the induction training given to new employees and any changes to the above should be made known to them.

In addition to our First Aid practice, we will use only cold gauze for minor bumps and bruises and 'Medichill' ice pads for more serious bumps and sprains etc.

These ice pads are kept in the medical room freezer. Class staff and MSA's will be aware of where they are kept and how to use them. All ice packs should be disposed of after use. In addition to having frozen ice pads, some will be chilled and used as a cool gel pack, as recommended in the Medicill leaflet.

Although they can be re-used, our policy will be that once used, they will be discarded in order to avoid cross contamination.

This produce has been approved by County for our use.

This document and the Hertfordshire County Council, Health and Safety Policy and Guidelines, constitute the First Aid and Practice Policy.

APPENDIX D: Health Information Form
Broxbourne CE Primary School

Mill Lane Broxbourne EN10 7AY
Tel: 01992 462419

HEALTH INFORMATION

Child's Name:

Date of Entry:

Has your child a physical condition that we should know about?

| | Yes | No | Please give details |
|--|-----|----|---------------------|
| Asthma* | | | |
| Allergies (hayfever, plasters etc) | | | |
| Fits | | | |
| Heart Condition | | | |
| Nose Bleeding | | | |
| Sight problems Does your child wear glasses? | | | |
| Hearing problems Does your child wear grommets? | | | |
| Speech problems | | | |
| Special dietary needs | | | |
| At Christmas/the school birthday your child may be offered chocolate buttons or biscuits. May they have these? | | | |
| Any other medical conditions we should be aware of? | | | |
| Any other information? | | | |

*Asthma – Please complete an asthma form, available from the school office, as well. Thank you.

Continued overleaf.

Please give details of:

| | | Yes | No |
|------------------|-------------------|-----|----|
| Injections | MMR | | |
| | Polio | | |
| | Whooping Cough | | |
| | Tetanus | | |
| | Diphtheria | | |
| Serious Illness | | | |
| Serious Accident | | | |
| Hospitalisation | | | |

Doctor:

Practice:

Address:

Telephone No

NHS No

Signed

Name

APPENDIX E: Medicine Administration Forms
Broxbourne CE Primary including Early Years Foundation Stage and
Extended Schools
School Journey - Parental Agreement for School to Administer
Medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

| | |
|------------------------------|--|
| Name of school/setting | |
| Name of child | |
| Date of birth | |
| Class | |
| Medical condition or illness | |

Medicine

| | |
|---|--|
| Name/type of medicine <i>(as described on the container)</i> | |
| Expiry date | |
| Dosage and method | |
| Timing | |
| Special precautions/other instructions | |
| Are there any side effects that the school/setting needs to know about? | |
| Self-administration – y/n | |
| Procedures to take in an emergency | |

NB: Medicines must be in the original container as dispensed by the pharmacy.

| | |
|---|--------------------------|
| Contact Details – Name | |
| Daytime phone no. | |
| Relationship to child | |
| Address | |
| I understand that I must deliver the medicine personally to | [agreed member of staff] |

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting 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(s) _____

Date _____

**Record of medicine administered by Staff Member
to an individual child as per details overleaf**

| | | | |
|---------------------------------------|--|--|--|
| Date | | | |
| Time given | | | |
| Dose given | | | |
| Name of person administering medicine | | | |
| Signed | | | |

| | | | |
|---------------------------------------|--|--|--|
| Date | | | |
| Time given | | | |
| Dose given | | | |
| Name of person administering medicine | | | |
| Signed | | | |

| | | | |
|---------------------------------------|--|--|--|
| Date | | | |
| Time given | | | |
| Dose given | | | |
| Name of person administering medicine | | | |
| Signed | | | |

| | | | |
|---------------------------------------|--|--|--|
| Date | | | |
| Time given | | | |
| Dose given | | | |
| Name of person administering medicine | | | |
| Signed | | | |

| | | | |
|---------------------------------------|--|--|--|
| Date | | | |
| Time given | | | |
| Dose given | | | |
| Name of person administering medicine | | | |

Signed _____

Broxbourne CE Primary including Early Years Foundation Stage and Extended Schools

Record of Prescribed Medicine Administered to an Individual Child

| | |
|----------------------------------|--|
| Name of child | |
| Date medicine provided by parent | |
| Class | |
| Quantity received | |
| Name and strength of medicine | |
| Expiry date | |
| Quantity returned | |
| Dose and frequency of medicine | |

Staff signature _____

Signature of parent _____

| | | | | |
|-------------------------|--|--|--|--|
| Date | | | | |
| Time given | | | | |
| Dose given | | | | |
| Name of member of staff | | | | |
| Checked by (name) | | | | |
| Staff initials | | | | |

| | | | | |
|-------------------------|--|--|--|--|
| Date | | | | |
| Time given | | | | |
| Dose given | | | | |
| Name of member of staff | | | | |
| Checked by (name) | | | | |
| Staff initials | | | | |

Broxbourne CE Primary including Early Years Foundation Stage and Extended Schools

Notification of Medicine administered by Parent/Carer of an Individual Child

| | |
|------------------------------|--|
| Name of child | |
| Date of Birth | |
| Class | |
| Medical Condition or Illness | |

Medicine

| | |
|--|--|
| Name/type of medicine (as described on the container) | |
| Date Dispensed | |
| How long will your child take this medication | |
| Dosage and Method | |
| Timing | |
| Are there any side effects that the school needs to know about? | |

Note: Medicines need to be in the original container as dispensed by the pharmacy, if applicable.

The above information is, to the best of my knowledge, accurate at the time of writing. If there is any change in dosage or frequency of the medication or if the medicine is stopped, I will inform the school immediately by amending the details above.

I understand that I must update this form on **every** occasion that medication is administered to my child whilst at school and return this form to the school office for safe keeping.

If more than one medicine is to be given, a separate form should be completed for each one.

Signed: _____ Print Name: _____ Date:

Relationship to child: _____

Please turn over for record of administration

Record of medicine administered by Parent/carer.
to an individual child as per details overleaf

Date
Time given
Dose given
Name of person
administering medicine
Signed

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