

# Medical Conditions Policy (MCP)

## 1. Aims

This school is an inclusive community and the aims of this policy are to ensure that:

- all pupils with a medical condition are supported and welcomed in school;
- parents/carers feel secure in the care of their children whilst in school;
- all children are provided with the same opportunities so they can be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic wellbeing;
- all staff understand: their duty of care to children in an emergency and know what to do; the importance of medication being taken as prescribed and of encouraging pupils to take control of their own condition; that certain medical conditions are serious and potentially life threatening; the common medical conditions (CMCs) that affect children at Gorse Bank Primary School.
- the school has effective procedures in place for emergency response, administering and storing medication and record keeping.
- all stakeholders understand their responsibilities in relation to the implementation of the MCP

## 2. Consultation

This policy was substantially reviewed in 2013 and during that process the following groups were consulted: pupils with medical conditions, parents, Welfare Assistant, Head Teacher, teachers, SENDCo, school governors. The policy was updated in September 2015 in line with current guidance from the Department for Education.

## 3. Communication

Who	How
Pupils	School Council, PSHE sessions including the Heart Start First Aid programme, assemblies.
Parents	School website, Friday Issue, at the start of the school year when communication is sent out about Healthcare plans.
School staff	Professional Learning Meetings, Medical Conditions training, staff noticeboard, memos and emails.
Supply Staff	On arrival at school.
Governors	Committee Meetings, Policy Reviews.

## 4. Emergencies

Event	Requirement
Emergency involving	All staff are aware of all CSMCs at Gorse Bank.
	All staff understand their common law duty in an emergency to act like any reasonably prudent parent, including

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Event	Requirement
Common Serious Medical Conditions (CSMC's) at Gorse Bank Primary	administering medication.
	Staff are appropriately trained and training is refreshed once a year/as needed.
	Notices are displayed in prominent locations including classrooms, kitchens and staff room advising staff what to do in the event of a CSMC emergency.
	Staff are provided with Healthcare Plans to inform who may need emergency help.
	Healthcare Plans will be sent or communicated with the hospital in the event of an emergency.
General Medical Emergency (GMC)	All staff know what action to take in a GMC including how to contact emergency services, what information to give and who to contact within school.
	Staff know that generally pupils should not be taken to hospital in staff cars. Guidance when this is permitted will be obtained from the LA.
	Staff know that a member of staff should accompany a pupil to hospital and stay until the parent is available.
	Staff are regularly trained in GMC response.
	Action to take in a GMC is prominently displayed in classrooms, kitchens and staff room.

### 5. Administering Medication

Who	Action
Pupils	<b>Access to medication:</b> Pupils with medical conditions have easy access to their medication.
	<b>Administering medication:</b> <ol style="list-style-type: none"> <li>1) All pupils are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. These pupils 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 off-site or residential visits;</li> <li>2) All other pupils with medical conditions understand the arrangements for a member of staff (the Welfare Assistant or a first aider) to assist in helping them take their medication safely.</li> <li>3) The school is aware that sometimes medication should only be administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.</li> </ol>
	<b>Refusal of Medication:</b> If a pupil at this school refuses their medication, staff record this and follow procedure. Parents are informed as soon as possible.
	<b>Use of Medication:</b> <ol style="list-style-type: none"> <li>1) If a pupil misuses medication, either their own or another pupil's, parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.</li> <li>2) This school and its staff understand the importance of medication being taken as prescribed.</li> </ol>

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Staff	<p><b>Supervision:</b></p> <ol style="list-style-type: none"> <li>1) All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of the Welfare Assistant.</li> <li>2) If a pupil at this school needs supervision or access to medication during home to school transport organised by the LA, properly trained escorts are provided. All drivers and escorts have the same training as school staff, know what to do in a medical emergency and are aware of any pupils in their care who have specific needs. If they are expected to supervise or administer emergency medication they are trained and have access to the relevant Healthcare Plans.</li> </ol> <p><b>Staff Duties:</b></p> <ol style="list-style-type: none"> <li>1) There are several members of staff (the Welfare Assistant, Mainstream Teaching Assistants) at this school who have been specifically contracted to administer medication.</li> <li>2) All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so (or in an emergency, see below).</li> <li>3) All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.</li> </ol> <p><b>Residential and Offsite Visits:</b> see below</p>
Parents	Parents at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

### 6. Storage of Medication

<b>Emergency Medication</b>	<p>Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.</p> <p>Some pupils at this school carry their emergency medication on them at all times and keep it secure.</p> <p>Pupils, whose healthcare professionals and parents advise the school that their child is not yet able or old enough to self-manage and carry their own emergency medication, know exactly where to access their emergency medication</p>
<b>Non-Emergency Medication</b>	All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.
<b>Staff and Storage</b>	<ol style="list-style-type: none"> <li>1) The Welfare Assistant ensures the correct storage of medication at school, particularly with reference to temperature.</li> <li>2) All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves.</li> </ol>

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	<ol style="list-style-type: none"> <li>3) Staff ensure that medication is only accessible to those for whom it is prescribed.</li> <li>4) Three times a year the Welfare Assistant checks the expiry dates for all medication stored at school and arranges disposal of out of date medication, as below.</li> <li>5) The Welfare Assistant, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is, preferably in its original containers, clearly labelled with the pupil's name, the name and dose of the medication, expiry date and the frequency of dose. This includes all medication that pupils carry themselves.</li> <li>6) Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled and placed in the staff room fridge.</li> <li>7) All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.</li> </ol>
<b>Parents</b>	Responsible for ensuring new and in date medication comes into school on the first day of the new academic year.
<b>Disposal</b>	Parents at this school are asked to collect out-of-date medication. If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
	<p>Sharps boxes:</p> <ol style="list-style-type: none"> <li>1) Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.</li> <li>2) If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent.</li> <li>3) Collection and disposal of sharps boxes is arranged with the LA's environmental services.</li> </ol>

## 7. Record Keeping

<b>Admission Forms</b>	Parents are asked if their child has any health conditions or health issues on the Data Collection Admission Form which includes C&D forms, are filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.
<b>Healthcare Plan and Medication Form</b>	<ol style="list-style-type: none"> <li>1) We use a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required. See Appendix 1 – Form 1</li> <li>2) A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition. This is sent:</li> </ol>

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	<ul style="list-style-type: none"> <li>a. at the start of the school year</li> <li>b. at enrolment</li> <li>c. when a diagnosis is first communicated to the school.</li> </ul> <ul style="list-style-type: none"> <li>3) If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete. See Appendix 1 – Form 2 and Form 3a</li> <li>4) The parents, healthcare professional and pupil with a medical condition are asked to fill out the pupil's Healthcare Plan together. Parents then return these completed forms to the school.</li> <li>5) This school ensures that the Welfare Assistant is also present, if required to help draw up a Healthcare Plan for pupils with complex healthcare or educational needs.</li> <li>6) The Welfare Assistant follows up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.</li> </ul>
<b>School Healthcare Plan register</b>	Healthcare Plans are used to create a centralised register of pupils with medical needs. The Welfare Assistant has responsibility for the register at this school.
<b>On-going communication and review of Healthcare Plans</b>	<ul style="list-style-type: none"> <li>1) Parents at this school are regularly reminded 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.</li> <li>2) Staff at this school use opportunities such as teacher–parent interviews and home–school diaries to check that information held by the school on a pupil's condition is accurate and up to date.</li> <li>3) Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year.</li> </ul>
<b>Storage and access to Healthcare Plans</b>	<ul style="list-style-type: none"> <li>1) Parents and pupils at this school are provided with a copy of the pupil's current agreed Healthcare Plan.</li> <li>2) Healthcare Plans are kept in a secure central location at school.</li> <li>3) Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.</li> <li>4) All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.</li> <li>5) 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 (and have access to) the Healthcare Plans of pupils in their care.</li> <li>6) This school ensures that all staff protect pupil confidentiality.</li> <li>7) This school seeks permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Healthcare Plan.</li> <li>8) This school seeks permission from the pupil and parents before sharing any medical information with any other party.</li> </ul>
<b>Use of Healthcare Plans</b>	<p>Healthcare Plans are used by this school to:</p> <ul style="list-style-type: none"> <li>1) Inform the staff and supply teachers about the needs of a pupil with a medical condition in their care.</li> <li>2) 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.</li> </ul>

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	<ol style="list-style-type: none"> <li>3) Identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers.</li> <li>4) Ensure that all medication stored at school is within the expiry date.</li> <li>5) 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.</li> <li>6) 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.</li> </ol>
<b>Consent to administer medicines in Healthcare Plans</b>	<ol style="list-style-type: none"> <li>1) If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for pupils taking short courses of medication.</li> <li>2) All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.</li> <li>3) If a pupil requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the pupil's Healthcare Plan. The school and parents keep a copy of this agreement.</li> <li>4) Parents of pupils with medical conditions at this school are all asked at the start of the school year on the Healthcare Plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.</li> </ol>
<b>Residential Visits</b>	See Section 7 below
<b>Record of Administration</b>	This school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible. See Appendix 1 – Form 3a and 3b
<b>Record of Training</b>	<ol style="list-style-type: none"> <li>1) This school holds training on common medical conditions once a year. All staff attending receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training.</li> <li>2) All staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a register of staff who have had the relevant training. See Appendix 1 – Form 4</li> </ol>
<b>Record of Staff</b>	This school keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.
<b>Record of Medical Emergencies</b>	This school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to policy and procedures are implemented after each review.

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### 7) Residential and Out of School Visits

Aspect	Action
<b>Risk Assessment</b>	Consider access to activities, storage of all medication, staff medical capability and access to help in an emergency
<b>Additional Medication</b>	Be prepared to accommodate any additional medication and equipment needs
<b>Staff</b>	Make arrangements for an appropriately trained member of staff to be available to administer medication
	Staff receive any necessary additional information about the medical condition, triggers and what to do in an emergency
<b>Procedures</b>	Parents receive a letter at the beginning of the school year (Appendix 1) together with Forms C (Appendix 2) and Forms D (Appendix 3) for completion
	Parents give consent for staff to administer medication at night or in the morning if required.
	All residential visit forms and the pupil's Healthcare Plan are taken by staff on visits and for all out-of-school hours activities where medication is required.

### 8) Triggers

This school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

Aspect	Action
<b>Training</b>	Staff are trained on CMC's and common triggers.
<b>List of Triggers</b>	A list of common triggers for the CMC's at this school has been written and a trigger reduction
	Written information about how to avoid common triggers for medical conditions has been provided to all school staff. See Appendix 1 – Form 6
<b>Healthcare and Action Plans</b>	Healthcare Plans identify pupils who are sensitive to particular triggers. Each pupil has an action plan to ensure they remain safe during all lessons and activities throughout the school day.

### 9) Inclusivity

This school ensures 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.

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<b>Physical Environment</b>	Ensure accessibility at school for pupils with medical conditions.
	Consult pupils with medical conditions.
	Out of school visits should be accessible.
<b>Social Interaction</b>	Review pupil needs during structured, unstructured social activities including breaks and pre/post school.
	Consider pupil needs and access to extended school activities such as school discos, school productions etc.
	Monitor social problems in accordance with the school's Behaviour and Anti-Bullying Policy.
	Raise awareness in PSHE lessons.
<b>Exercise and Physical Activity</b>	Teachers and sports coaches: <ul style="list-style-type: none"> <li>• make appropriate adjustments to games to increase accessibility</li> <li>• do not force unwell children to take part</li> <li>• know of the need for a pupil to avoid an activity or take precautions</li> <li>• are aware of pupils' medical condition triggers and how to minimise</li> <li>• Ensure adequate food, water and medication</li> </ul>
	Pupils with medical conditions are encouraged to take part in team sports and after school clubs.
<b>Education and Learning</b>	Allow full access to curriculum, make appropriate adjustments and provide support.
	Ensure teachers are aware of possible medical reasons for tiredness, inattentiveness and absence.
	Monitor the progress of pupils with medical conditions and refer to SENCO as necessary.
	Raise awareness about common medical conditions through PSHE lessons and assemblies.
	Train pupils how to deal with medical emergencies.

### 10) Roles and Responsibilities

Who	What
<b>Board of Governors</b>	Ensure Health and Safety Policies and risk assessments are inclusive, effectively monitored, evaluated and regularly update the MCP.
	Report to parents, pupils, school staff and the LA about the successes and areas for improvement of the MCP.
<b>Head Teacher</b>	Ensure inclusivity within school.
	Keep MCP in line with national guidance and ensure it is reviewed/updated annually.
	Ensure the MCP is implemented and communicated to all staff including supply and new staff.
	Ensure staff are appropriately trained.



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	Appoint a staff member to oversee the operation of the MCP.
	Ensure pupil confidentiality.
	Ensure that all medical information is up to date and appropriately shared.
	Liaise between pupils, staff, Welfare Assistant, SENCO, parents, school nurses, TA's, the school health service etc.
	Report to the FBoG on implementation and other key stakeholders.
<b>All School Staff</b>	Be aware of triggers, CMC's and know what to do in an emergency.
	Understand the MCP.
	Know which pupils in their care have medical conditions and be aware of the Healthcare Plans.
	Allow pupils access to emergency medication.
	Communicate with parents including informing when a child is unwell at school.
	Ensure pupils who carry medication have it with them when out of the classroom or on a school visit.
	Be aware of the social and physical needs of pupils with medical conditions.
	Ensure pupils with medical conditions are not excluded unnecessarily from activities.
	Ensure pupils have medication, food and water with them during exercise.
<b>Teaching Staff</b>	Support pupils who have been absent in catching up on school work.
	Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
	Liaise with parents, healthcare professional, SENCO and the Welfare Assistant if a child is not making progress because of their medical condition.
	Use PHSE lessons to raise awareness about medical conditions.
<b>Welfare Assistant</b>	Help update the MCP.
	Supervise the implementation of the MCP in relation to administering medication, storage and record keeping.
	Hold and recommend training on CMCs for school staff.
	Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards in school.
	When necessary ensure that an ambulance or other professional medical help is called.
<b>SENCO</b>	Know which pupils have a medical condition and which have SEND because of their condition.
	Ensure pupils who have been unwell catch up on missed schoolwork.
	Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in tests, exams or course work.
<b>Pupils</b>	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.
	Treat all medication with respect.

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	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.
<b>Parents/Carers</b>	Tell the school if their child has a medical condition.
	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.
	Provide the school with appropriate spare medication labelled with their child's name.
	Ensure that their child's medication is within expiry dates.
	Only 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.

### 11) Review

- a. The MCP is reviewed, evaluated and updated biennially according to the Policy Review Schedule.
- b. DfE guidance is actively sought and fed into the review and the school seeks feedback on the effectiveness and acceptability of the MCP with key stakeholders including pupils, parents, Welfare Assistant, school staff, Headteacher, SENCO, school governors.
- c. The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.

This policy was approved by the Full Board of Governors in the Autumn Term 2013.

This policy was updated in the Autumn Term 2015.

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## Appendix 1

### GORSEY BANK PRIMARY SCHOOL

#### REQUEST FOR THE SCHOOL TO GIVE MEDICATION

Dear Head Teacher

I request that .....(Full name of Pupil) be given the following medicine(s) while at school:

Date of birth ..... Class .....

Medical condition or illness.....

Name/type of Medicine .....  
(as described on container)

Expiry date .....Duration of course .....

Dosage and method .....Times to be given .....

Other Instructions .....

Self administration            Yes/No (mark as appropriate)

The above medication has been prescribed by the family or hospital doctor (Health Professional note received as appropriate) . It is clearly labelled indicating contents, dosage and child's name in FULL.

Name and telephone number of GP.....

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service that the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Signed: ..... Print name .....  
Parent/Guardian

Daytime telephone number .....

Address: .....

. .....

Date: .....

#### Notes to Parents:

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- 1 Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Head Teacher.
- 2 Medicines must be in the original container as dispensed by the pharmacy.
- 3 This agreement will be reviewed on a termly basis.
- 4 The Governors and Head Teacher reserve the right to withdraw this service.

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Appendix 2

**Gorsey Bank Primary School**

*Head Teacher: Mrs Lisa Woolley*

Altrincham Road, Wilmslow, Cheshire, SK9 5NQ

Tel: (01625) 383020



## Learning for Life

Dear Parents

It is important to enhance the education of all children with first hand learning experiences, gained on day or residential visits off the school site.

When we take your child out of school, their health and safety is of great importance. We acknowledge the responsibility we have when they are in our care.

A medical form (Form C) for each child will be taken on all educational visits. Rather than asking you to complete a form for each outing we ask for one form for the whole year. A copy is attached. **Please inform us when it needs updating.** For visits which do not require an overnight stay, permission can be given annually using Form D (attached). There will be separate forms for the three residential visits that your child will have the opportunity to go on in KS2.

We will inform you whenever we take your children out of school. For visits of one day or less this will be four weeks before the visit, unless the trip is free when notification will be two weeks in advance. Residential visits will be notified three months in advance.

A 'telephone tree' of contact numbers for the parents of all children in a class enables important messages (for example, a delay in returning to school because of heavy traffic) to be circulated easily. With your permission we can add you to this list. If you decide not to be on the list you will still be informed of the message but it will take longer for you to receive it. **The telephone tree is a document which must be kept confidential to parents of the class and used only for messages regarding visits.**

We have a thorough risk assessment process in place. We always comply with recommended ratios of adults to children (and normally surpass them).

We often need to ask for parents to accompany a visit; in fact many cannot take place at all without your help – so thank you for volunteering!

Enclosed:

1. Forms 'C' and 'D' mentioned above and agreement to inclusion of number on telephone tree. **Please complete these forms immediately and return them to your child's teacher.**
2. A copy of our insurance cover for your information.

Yours sincerely

**(Educational Visits Leader)**

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Appendix 3

## GORSEY BANK EDUCATIONAL VISITS FORM 'C'

### PARENT/GUARDIAN CONSENT FOR EDUCATIONAL VISITS

Name of child \_\_\_\_\_

Date of Birth \_\_\_\_\_

I agree to the aforementioned child's participation in educational visits organised through Gorsey Bank Primary School on the understanding that I will be informed of any visits.

I acknowledge the need for her/him to behave responsibly throughout the visit.

I have completed the medical information table overleaf.

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

I have a copy of the school's insurance and am aware of the extent and limitations of the cover provided.

Normal contact details	
Home telephone number(s)	
Work telephone number(s)	
Mobile telephone number(s)	
Home address	
Emergency contact details	
Name	
Address	
Home telephone number(s)	
Work telephone number(s)	
Mobile telephone number(s)	
Name of family doctor	
Address	
Telephone number	

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		Yes	No
a	Does your child have any condition requiring medical treatment, including medication? Please give brief details ...		
b	Does your child have any allergies or special dietary requirements (including food allergies)? Please give brief details ...		
c	Has your child had any illness or accident staff should be aware of? Please give brief details ...		
d	Please indicate the type of pain/flu medication your child may be given if necessary ...		
e	Is your son/daughter allergic to any medication? Please give details ...		
f	When did your son/daughter last have a tetanus injection?		

Please ensure you inform the school of any changes to the information given on this form.

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## Appendix 4

### GORSEY BANK EDUCATIONAL VISITS FORM 'D'

#### PARENTAL CONSENT FOR OUT-OF-ESTABLISHMENT EDUCATIONAL VISITS AND ACTIVITIES (OF ONE DAY OR LESS)

Name of child \_\_\_\_\_

I hereby agree to my child participating in activities off the school site including trips to museums, theatres and other places of interest, sports activities (including swimming), performing arts, visits to local industry, visits to other schools, environmental studies and other visits arranged through Gorsey Bank Primary School.

I understand that:

- I will receive prior notice of any visit, along with details of dates, times and costs.
- Such activities will not often extend beyond the school day but that, when they do, adequate notice will be given so that I may make arrangements for his/her safe return home.
- My specific permission will be sought for activities beyond the scope of those outlined above, such as residential visits.
- Appropriate transport to and from venues will be arranged by the school.
- All reasonable care will be taken of my child in respect of the activity/visit.
- My child will be under an obligation to obey all directions given and observe all rules and regulations governing the visit/activity and will be subject to all normal school discipline during the visit/activity.
- Any medical condition or physical disabilities will be notified to the school now and as and when they arise.
- I agree to telephone number \_\_\_\_\_ being included on a class 'telephone tree' for my child.
- I understand that this is a confidential document for parents only.
- I have completed both Form C & D and agree to the statements.

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

Please print full name of signatory: \_\_\_\_\_