

Status:	Regulatory
Applies to:	Whole School
SLT Reviewer (initials):	HN/PJ
Committee Monitor:	Audit
School Manual Ref:	



STOVER SCHOOL

Medical Provision Policy

Independent Day and Boarding School for Girls and Boys aged 3 to 18 years
Stover School

Updated August 2022
September 2019

This policy should be read in conjunction with:
The Safeguarding Policy 2019
The National Minimum Standards for Boarding 2015
Working Together to Safeguard Children 2018

1 Authority and circulation

- 1 This policy has been authorised by the Governors of Stover School. It is available to parents and pupils and to all members of School Staff.
- 1.1 This policy complies with Part 3 paragraph 6 of the Education (Independent School Standards) (England) Regulations the Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 and the First Aid at Work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance (third edition Sept 2013) and Control of Major Accidents and Hazards Regulations 2015.

2 Aims of this policy

- 2.1 To ensure that the School has adequate, safe and effective Medical provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury. This will now also reflect the School's response to the current Covid-19 pandemic.
- 2.2 To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- 2.3 Staff are reminded that they should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy.

3 The Medical Team

- 3.1 The medical provision is led by the School Nurse, supported by the Health and Wellbeing Assistant and managed by the Assistant Head (Pastoral).
- 3.2 As part of the NMC Code of Conduct, Nurses are obliged to uphold medical confidentiality. Nurses also have a legal (common law and Statutory) duty of confidentiality to pupils.
- 3.3 The School Nurse is registered with the Nursing and Midwifery Council and they will ensure that they meet their professional development requirements to fulfill the revalidation process.
- 3.4 The School Nurse will ensure that National Immunisation Programme is facilitated and administered, including; HPV, Diphtheria, Tetanus and Polio, Men ACYW and the Flu vaccinations and will record all immunisations given on the school premises.
- 3.5 The School Nurse works closely with the Head of PSHE in both the Preparatory and Senior School in areas of health promotion including sex and relationship education, substance misuse and general health.
- 3.6 The School Nurse together with the Senior House Parent, will register all boarders at the Kingsteignton Medical Practice and will arrange emergency dental and optical appointments as

required.

- 3.7 First Aiders are members of staff who have completed an HSE approved First Aid course in either First Aid at Work or Emergency First Aid at Work. First Aiders are trained to respond to medical incidences and to support the School Nurse. The training of the First Aid will be coordinated by the School Nurse and wherever possible led by the School Nurse.
- 3.8 In the EYFS setting at least one person will have a current Paediatric first aid qualification when children are on site, and must accompany children on outings. This training must be consistent with the guidance set out in safeguarding and welfare section of the EYFS. This provides that the training must cover the course content as for St John Ambulance or Red Cross paediatric first aid training and be renewed every three years.
- 3.9 The School Nurse is responsible for the list of First Aiders that is displayed around the school, including the Staff Rooms, the Bursar's Office and the School Reception areas (Appendix A)

4 The Medical Facility

- 4.1 The Medical Centre is based in the Preparatory School. There is a medical consultancy room and a waiting room.
- 4.2 The School Nurse will ensure that the equipment is appropriate and fit for purpose within the Medical Centre.
- 4.3 The School Nurse will ensure that appropriate information is available in the Medical Centre for the pupils such as guidance on mental health, healthy eating, sex and relationships, drugs awareness etc.
- 4.4 The School Nurse will ensure there are adequate supplies of PPE for use within the School.

5 Medical Records and Consent

- 5.1 Parents of all pupils at the School, including EYFS pupils, are required to complete a Health Consent Form and a medical questionnaire before the pupil joins the School in which parents consent to the administration of non-prescription medication.
- 5.2 Parents are annually required to provide updates to the relevant section of the Health Consent Form for consent to treatment and report any medical changes.
- 5.3 The School Nurse ensures that all medical records are kept up to date in the Medical Centre and stored on ISAMS under the Medical Centre. Life-threatening medical information that must be shared e.g. anaphylaxis, diabetes, epilepsy or asthma will be also stored on ISAMS on the Pupil Manager. This information will be printed out, including wherever possible a photograph of the pupil, and posted in the Preparatory staff room, the Senior School staff room and the Kitchen staff room. Access to the Medical Centre ISAMS module is tiered and appropriate staff will be assigned to each level of access. Staff can access health care plans via google classroom.

- 5.4 Parents of pupils who require medication in school prescribed by a doctor must inform the School Nurse and complete the Prescription Medication form (Appendix B), prior to the administration of the medication.
- 5.5 Where a pupil has on-going medical treatment the School Nurse in conjunction with the parents and the pupil will write an individual Health Care Plan (HCP) that will be reviewed regularly. If required, this will be shared on a 'needs to know basis' only.

Medicines

- 6.1 Medicines, will be stored in the medicine cabinet in the Medical Centre or in the medicine cabinet in the Boarding House office. With the exception of Controlled Drugs, which will be stored as per their legal requirements (see Annex C). A small supply of basic Over the Counter medicines will be securely stored at both Receptions and in the Finance Office.
- 6.2 The School Nurse will audit the medicine cabinet in the Boarding House weekly and will be able to account for all medicines in the Medical Centre on an ongoing basis. The mini Medicine supplies will be checked monthly. The School Nurse will report the findings of the audit to the Head of Boarding and the Senior House Parent as necessary.
- 6.3 The School Nurse will ensure that date-expired medicines will be taken to the local pharmacy for safe disposal.
- 6.4 The School Nurse will ensure that at the end of the term all medicines belonging to a day-pupil are returned to the parents. Any date expired medicines that belong to a day-pupil will be returned to the parents for safe disposal.
- 6.5 Medicines are administered by the School Nurse or the staff that have completed the Administration of Medicines course delivered by the School Nurse annually or as required. This includes the Boarding House staff and other appropriate staff in the Preparatory and Senior School.
- 6.6 Over-the counter medicines or non-prescription medicines will only be given to the pupils where parents have provided consent for their administration.
- 6.7 Prescription medicines must be handed into and stored safely in the Medical Centre. The Prescription Medication Form must be completed by the parent prior to the administration.
- 6.8 Prescription medicines will only be administered if the medicines are supplied in the original container as dispensed by the pharmacist and must include the prescriber's instructions for administration.
- 6.9 During the normal school day, all administered medicines will be logged on the pupil record on ISAMS. For day pupils, the parents will be informed of the medication administered by an email directly addressed to parents. For boarding pupils, the houseparent will be informed of the medication administered by a note for boarding and a follow up email directly addressed to the

houseparent. This will normally be administered by the School Nurse or the Health and Wellbeing Assistant.

- 6.10 All medicines administered in the Boarding House, normally outside of the school day, will be recorded on the individual medicines sheet and logged on the pupil record on ISAMS. The House parents will inform the School Nurse, usually by email, to inform them that there has been a medical entry on ISAMS for a boarding pupil.
- 6.11 A boarder who is over the age of 16 may be deemed competent to self-medicate. The School Nurse will provide a certificate (Appendix D) in relation to the specific pupil detailing clearly the medicine that can be self-medicated and the student understands the need to keep this in a locked drawer.
- 6.12 As part of the Early Years Foundation Stage, administration of prescription or non-prescription medicines for pupils in the EYFS setting must not usually be administered unless they have been prescribed by a doctor, pharmacist, dentist or nurse. Both prescription and non-prescription medicines can only be administered by designated staff, where written permission has been obtained from the pupil's parent. Staff in EYFS will also receive Administration of Medicines training annually.

7 First Aid Points

- 7.1 First aid boxes are placed in the following positions around the school. They are clearly marked with a white cross on a green background. For map of locations see Appendix F.

Location	
Senior School Reception	1 x first aid box
Senior School Staffroom	1 x first aid box
Jubilee Hall	1 x first aid box
Preparatory School Reception	1 x first aid box 1 x spare Autoinjector kit 1 x spare asthma inhaler kit
Preparatory School Staffroom	1 x first aid box
Sixth Form Centre	1 x first aid box
Kitchen	2 x catering first aid boxes (including burns kit)

Mansion House Boarding	1 x first aid supplies and box in office
Admin and Finance Office (outside)	1 x spare Autoinjector kit 1 x spare asthma inhaler kit
Art Department	1 x first aid box
Home Economics Room	1 x catering first aid box (including a burns kit)
School Minibuses	1 x first aid box in each minibus
Science Laboratories	1 x first aid box in each Lab and 1 x first aid box in Prep Room
Nursery	1 x first aid box 1 x mini portable first aid bag
Reception Classroom	1 x first aid box
Maintenance Areas	1 x first aid box in workshop 1 x first aid box in office 1 x first aid kit in barn
Cricket Pavilion	2 x portable orange first aid bags
PE Preparatory Office	2 x portable orange first aid bags
Jubilee Hall (outside)	1 x AED (Defibrillator)

7.2 If first aid boxes or bags are used they should be taken to the School Nurse for re-stocking. The School Nurse will check the First Aid points termly and a weekly check of the Defibrillator, submitting to 'The Circuit', a national defibrillator register.

7.3 For school trips off-site the School Nurse will provide a portable First Aid bag, which is available from the Medical Centre.

8 Pupils with potentially life-threatening medical conditions such as asthma, diabetes, epilepsy and anaphylaxis

8.1 An individual Health Care Plan will be drawn up for those students who have medical needs which may impact on them at school by the School Nurse, in liaison with their family/guardian/carer and this will be reviewed annually or as required.

8.2 Where appropriate, individual pupils will be given responsibility for keeping medical equipment with them, as detailed in their Health Care Plan. Spare equipment (clearly labelled) will be kept in the Medical Centre, e.g. inhalers and autoinjectors.

8.3 The school spare AAI (for senior side) is kept outside of the Finance Office in a sealed container. Therefore, remaining accessible and available for use at all times and within close proximity to the dining hall, the highest risk of contact with allergen. Within the box is the register of those students for whom it can be used. The spare AAI (for prep school) is kept in Prep Reception next to the first aid box.

8.4 In line with the recommendation from the Commission on Human Medicines the school's spare AAI should only be used on pupils known to be at risk of anaphylaxis and for whom both medical authorisation and written parental consent for use of the spare AAI has been provided. The school's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay.

8.5 All pupils who are prescribed an AAI will have an appropriate Health Care Plan (HCP). The pupil's allergy HCP will incorporate parental consent for the use of the school's spare AAI.

8.6 All staff should be trained to recognise the range of signs and symptoms of an allergic reaction and understand the need to administer adrenaline without delay as soon as anaphylaxis occurs, before the student reaches a state of collapse.

8.7 If a child is having an anaphylaxis reaction but does not have a plan with medical authorisation and parental consent, the school should immediately call 999 and seek advice. If spare AAIs are available, mention this to the call handler/emergency medical dispatcher, as they can authorise use of the spare AAI if appropriate.

8.8 Pupils with a prescribed inhaler may also use the School's spare salbutamol inhaler, in an emergency and if their parent/guardian has consented to this. The list of who may use the spare will be kept in the box with the spare inhaler. One is located in Prep Reception and one outside of the Finance Office.

8.9 All staff should be trained to recognise the signs and symptoms of an asthma attack and understand the need to act without delay, ensure salbutamol is given and no hesitation in calling 999 if concerned.

8.10 Pupils with diabetes will have a care plan provided with their Diabetic Nurse Specialist and parents/carers must keep the School Nurse updated to any changes to their management plan.

8.11 Pupils with diabetes will carry their testing kit and insulin with them at all times and may independently manage their daily care requirements if this has been agreed with the Specialist Nurse, parents and the School Nurse.

8.12 Pupils with diabetes must have spare equipment kept in the Medical Centre. This will include a blood glucose testing kit, ketone testing kit, glucogen pan and glucose tablets.

9 Illness

- 9.1 Where a pupil falls ill in the school day they will inform their teacher/duty staff. The School Nurse can then be contacted via email/radio/telephone/mobile to discuss and triage the case. If required, the School Nurse will collect the pupil to escort to the Medical Centre.
- 9.2 The School Nurse will determine the next course of action and if necessary will contact parents for collection as soon as is practicable. Where the pupil is a boarder the School Nurse will make the 'Sick Room' available and will supervise accordingly. Boarding Staff will be notified and appropriate measures will be taken if the pupil needs to be isolated overnight.
- 9.3 In the event of coronavirus symptoms (temperature, new and/or persistent cough, change/loss to sense of taste or smell) the student will need to be collected from School as soon as possible, thus following Government Guidance for management of symptomatic students/staff. See
:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/918924/Symptomic_children_action_list_SCHOOLS_FINAL_17-09.pdf

And in line with our Flow Chart (see Appendix G)

- 9.4 Staff may visit the School Nurse, but appropriate cover must be arranged. Administered medicines will be recorded for auditing purposes.

10 Accident or Injury

- 10.1 If an accident occurs and there is a need for an ambulance wherever possible the School Nurse should co-ordinate. However, if the staff member on hand believes that the injury is life-threatening; including a significant head injury; a period of unconsciousness; a serious fracture or dislocation they must immediately call 999 for an ambulance. The School Nurse must be called for following this call on a separate telephone and the Maintenance Team informed.
- 10.2 The parents of the pupil that requires an ambulance will be informed as soon as is practicable.
- 10.3 The Maintenance Team will ensure that they are available to meet the ambulance and will direct the driver to where the pupil is.
- 10.4 If a boarder is taken to hospital out of normal school day hours, the School Nurse must be informed.
- 10.5 When a pupil has been admitted to hospital the School Nurse will write a HCP alongside the parent and the pupil to reflect the hospital's after-care plan.
- 10.6 The School Nurse must be informed of any bodily fluid spills and alongside the Domestic Team will ensure that these are appropriately cleaned using the Medical Contamination boxes. These are available in the Medical Centre and in the Boarding House.
- 10.7 Where a pupil requires assessment by the Urgent Treatment Centre (UTC) the parents wherever possible would facilitate this. However, if required the School Nurse would assist for early action.
- 10.8 Where a pupil in confidence requests access to medical service provision confidentially and is deemed to be Fraser competent, the School Nurse may facilitate without parental consent and knowledge. The School Nurse will always encourage the sharing of information.

11 Reporting

- 11.1 Any medical and First Aid provision is recorded on ISAMS and where required, an accident reporting form will be electronically recorded via Peninsular. To assist us with our duty, we have retained Peninsula (Business Safe) to provide information, guidance and reporting and record-keeping in all matters arising. Accident/incident reports can be viewed, on-line via the Bursar, School Nurse or Heads of Department.
- 11.2 Where a head injury is assessed to be at risk of concussion, parents will be informed and provided with specific information, weblink on Appendix E.
- 11.2a All PE staff, as a minimum staff group, will complete online Concussion training to support assessment of potential concussion injuries during sports.
- 11.3 The parents and class teacher of Prep School pupils that receive over the counter medicines during the school day will be informed via email alert. For Senior School pupils parents will be emailed. All medicines administered will be registered on ISAMS as soon as is practicable **and** where this child is a boarder then an email to the School Nurse and the Boarding House notifying that there has been a medical entry for an individual will be sent.
- 11.4 No medication should be administered without first checking ISAMS for consent. A hard copy of parent consent for boarders will be kept securely in the boarding office.
- 11.5 When inputting information onto ISAMS regarding the administration of medicines the following protocols will be observed; the time will be input; followed by the name of the medicines and finally the amount.
- 11.6 The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2014 to report to the Health and Safety Executive the following:
- 11.6.1 Accidents that involve staff
- Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately.
 - Work related accidents that prevent the injured person from continuing with their normal work for more than 7 consecutive days must be reported within 15 days.
 - Cases of work-related diseases/illness caused or made worse by working at school e.g. poisonings, lung disease, tuberculosis or hepatitis.
 - Certain dangerous occurrences – so called ‘near misses’ e.g. electrical short circuit causing fire, accidental release of any substance that may cause injury to health.
- 11.6.2 Accidents that involve pupils
- Accidents where the pupil is killed or is taken from the site of accident to hospital where the accident arises out of or in connection with: any school activity; the way the school activity has been organized or managed; equipment, machinery or substances; or the design or condition of the premises

11.6.3 Accidents that involve EYFS pupils

- The School Nurse and the Bursar will report to OfSTED (EYFS) of any reportable accident that involves EYFS pupils.

11.6.4 We accept that we cannot discharge our responsibilities for managing health, safety and welfare within the workplace to others outside our employment.

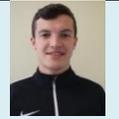
11.7 The School Nurse will inform OFSTED (EYFS) of any food poisoning affecting 2 or more pupils.

11.8 The School Nurse will inform Public Health England of any outbreaks of illness and follow their advice as to the potential school closure/management.

This policy can be read in conjunction with our Mental Health and Wellbeing Policy.

Appendix A

	Name	Qualification	Location & Contact	Role	Expiry Date	AED
	Mrs Charlotte Shuttleworth RGN SCPHN	First Aid at Work Defibrillation & AED Immediate Management of anaphylaxis	The Medical Centre EXT 229 07778 948470 On Radio.	School Nurse	9/11/2024	9/11/24
	Mr Neil Austin	First Aid at Work	07436 030580 On radio	Estates Team	Feb 2023	Feb 2023
	Mrs M Hind	First Aid at Work	Prep School & Medical Centre	HLTA Prep H&WB Assistant	14/04/2025	14/04/2025
	Jamie Halse	First Aid at Work	Whole School Ext 228 Radio	Estates Manager	14/04/2025	14/04/2025
	Mrs Liz Joseph	First Aid at Work	Buses	Bus Driver Supervisor	April 23	April 23
	Mrs S Humphries	Paediatric First Aid	Nursery Ext 244	EYFS Lead DDSL	5/11/25	5/11/25
	Mrs N Carey	Paediatric First Aid	Prep School Ext 244	Nursery	5/11/25	5/11/25
	Mrs I McIntosh	Paediatric First Aid	Nursery Ext 244	Nursery	7/2/23	
	Mrs J Bryon-Edmond	Emergency paediatric First Aid	Prep School	HLTA Prep	10.1.25	10.1.25
	Mr G Forsyth	Outdoor First Aid	Senior School Ext 231	Senior Teacher Outdoor Ed Lead	1/9/23	
	Mr P Barter	First Aid for Outdoor Incident Management Emergency First Aid at Work	Senior School	Senior Teacher DofE Lead	12/4/25	12/4/25
	Mrs B Seward	Suicide Prevention First Aid	Senior School	Senior Teacher		

	Mrs A Coster	Emergency First Aid at Work	PE Ext 242	PE Teacher	21.05.25	21.05.25
	Mrs T Craven	Emergency First Aid at Work	PE Ext 242	PE Teacher	21.05.25	21.05.25
	Mrs J Coughlin	Emergency First Aid at Work	Boarding	Housemistress	21.05.25	21.05.25
	Ms Jen Henwood	Emergency First Aid at Work	Maths and PE	Senior Teacher	10.1.25	10.1.25
	Mr B Steer	Emergency First Aid at Work	PE / House parent Ext 219 / 242	House Parent	10.1.25	10.1.25
	Mrs Helen Notman	Emergency First Aid at Work	Senior School Ext 265 07710 093867	Assistant Head of Pastoral and Boarding DSL	6/1/23	6/1/23
	Mrs Danielle Robinson	Emergency First Aid at Work	PE/6 th Form Ext 242/224	Head of 6 th Form	6/1/23	6/1/23
	Mrs F Martin	Emergency First Aid at Work	Prep School Ext 236	Prep School Administrator / House Tutor	10.1.25	10.1.25
	Mrs S Edwards	Emergency First Aid at Work	Senior School Ext 231	Senior School Administrator	10.1.25	10.1.25
	Mr R Camillieri	Emergency First Aid at Work	Science Block Ext 234	Science Technician	10.1.25	10.1.25
	Sarah Loughridge	Emergency First Aid at Work	Boarding	Boarding Houseparent	10.1.25	10.1.25
	Mr J Brown	Emergency First Aid at Work	Science Block Ext 234	Senior Teacher Science	10.1.25	10.1.25

	Ms Charlie Thorpe	Emergency First Aid at Work	PE Ext 242	PE Assistant	19.2.23	19.2.23
	Ms Jen Henwood	Emergency First Aid at Work	Maths and PE Ext 217	HoY 7 Senior Teacher	10.1.25	10.1.25
	Mr B Steer	Emergency First Aid at Work	PE Department / House parent Ext 219 / 242	House Parent PE Staff	10.1.25	10.1.25
	Mrs Karen Thompson	First Aid Response	Prep	Prep Teacher	25.4.25	
	Mrs Beverly Hook	Emergency First Aid at Work	Kitchen Ext 238	Catering staff	6/1/23	6/1/23
	Mr Lewys Ryan	Emergency First Aid at Work	PE Ext 219/242	PE/Boarding	6/1/23	6/1/23
	Mr Mark Halse	Emergency First Aid at Work	PE Ext 242	Head of Boys PE	6/1/23	6/1/23
	Mrs Lisa Lount	Emergency First Aid at Work	Finance Office Ext 253	Finance Administrator	6/1/23	6/1/23
	Mr Paul Stephens	Emergency First Aid at Work	Estates and Grounds Ext 243 – via Finance/Radio	Head of Grounds	6/1/23	6/1/23
	Mr J Hartley	Emergency First Aid in Rugby Union	Senior School	Senior Teacher	7/9/2024	
	Mrs K Thompson	First Aid Response	Prep School	Prep School Teacher	25.04.25	

Appendix B



**STOVER
SCHOOL**

Newton Abbot, Devon, TQ12 6QG Telephone: 01626 354505

Email: mail@stover.co.uk www.stover.co.uk

Prescription Medication Form

Pupil's _____ Name:

Name & strength of Medication: _____

Dose: _____

Time of day to be taken: _____

Length of course of medication: _____

Reason for medication: _____

Prescribed by: _____

Quantity received by School: _____

I authorise the Boarding Staff or School Nurse to administer the above medication as prescribed.

Parent's signature: _____

Print Name: _____

Date: _____

APPENDIX C

Stover School Controlled Drug Management.

This policy should be read in conjunction with the School's Medical Policy.

There are legal requirements for the storage, administration, recording and disposal of Controlled Drugs (CD). These are set out in the Misuse of Drugs Act Regulations 2001 (as amended).

CD's are prescribed and dispensed for individually named people, in the same way as other medicines.

If a School worker collects CD's from a pharmacy on behalf of someone else, they may be asked to provide identification.

4 Storage

- 1.1 CD's must be kept in a locked cupboard or the safe, separate from the other medications in the boarding house, with their own CD record book.
- 1.2 On arrival, students must immediately hand over their supply of CD's and these must be double checked and logged in the CD record book.
- 1.3 Medication must be kept in the original container as dispensed by the pharmacist, with the child's name and dose on the label, this must not be altered.
- 1.4 The CD's stock levels will be checked weekly by the SN and any discrepancies brought to the attention of the Head of Boarding for investigation.

2 Administration

- 2.1 In order to give a CD you should follow all the steps involved in giving any other medicine.
- 2.2 It is best practice that a second staff member witnesses the process to counter sign the record book. In the absolute absence of a second person, the student can sign countersign the book.
- 2.3 The pupil should be observed taking the medicine.

3 Home leave or Holidays

- 3.1 For pupils needing to take CD's home for home leave or holidays, they should collect the CD as close to leaving as possible.
- 3.2 The CD record book must reflect the stock taken for the duration and signed out by two members of staff and likewise on return to school, any supplies re-checked in immediately on arrival.

4 Disposal

- 4.2 The situations when medicines might need to be disposed of include:
 - A person's treatment is changed or discontinued.
 - A person transfers to another care service – they should take all of their medicines with them, unless they agree to their disposal locally as per policy.
 - A person dies. The person's medicines should be kept for seven days, in case the Coroner's Office, or court asks for them.

- The medicine has reached its expiry date. Some medicine expiry dates are shortened when the product has been opened and is in use, for example, eye drops. When applicable, this is stated in the product information leaflet (PIL).
Surplus, unwanted or expired medicines should not be stored. They cannot be used for anyone else and they could get mixed up and accidentally be given to other people and may cause harm.

4.2 All unused controlled drugs must be returned to the pharmacist or dispensing doctor who supplied them at the earliest opportunity for safe denaturing and disposal. When CDs are returned for disposal, a record of the drug, dose and quantity returned should be made in the CD record book. It is good practice to obtain a signature from the Pharmacist.



APPENDIX D

This is to verify that _____ is deemed able and confident to self- administer her medication as prescribed by his/her GP or Dentist.

Name _____ of _____ drug:

Dose: _____

Start _____ date:

What _____ is _____ the _____ drug _____ for?

Special instructions: _____

Duration _____ of _____ medication:

Cautions: _____

Review date, if on long term medication: _____

I fully understand how to self- administer my prescribed medication, having had it clearly explained by _____ I will take it only as prescribed / instructed by my GP and medical staff.

I will keep my medication locked away and will not give it to anyone else.

I accept that if I do not follow the medication procedure that I may lose the privilege of self-administering.

Name: _____
Signed: _____
Date: _____

School Nurse Name: C Shuttleworth RGN SCPHN.
Signed: _____
Date: _____

APPENDIX E

<file:///Z:/Misc/NHS Head Injury advice sheet Oct 17.pdf>

APPENDIX F

Map of first aid kits in school.

INTERNAL



EXTERNAL

