



Date form completed \_\_\_\_\_  
 Date for review \_\_\_\_\_  
 Copied to Class Teacher / Parents / Medical Room / Pupil File

### 1. Pupil's information

Name of pupil \_\_\_\_\_ Class \_\_\_\_\_ Date of birth \_\_\_\_\_ M / F

Member of staff responsible for home-school communication \_\_\_\_\_

**GP Practice:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_  
**Specialist:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

### Medical Condition Information

#### 2. Details of pupil's medical conditions

Signs and symptoms of this pupil's condition:

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Triggers or things that make this pupil's condition/s worse:

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#### 4. Routine healthcare requirements

(For example, dietary, therapy, nursing needs or before physical activity)

During school hours:

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Outside school hours:

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#### 5. What to do in an emergency

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#### 6. Regular medication taken during school hours

Name/type of medication (as described on the container):

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Dose and method of administration (the amount taken and how the medication is taken, e.g. tablets, inhaler, injection)

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When it is taken (time of day)? \_\_\_\_\_

Are there any side effects that could affect this pupil at school?

\_\_\_\_\_

Are there any contraindications (signs when this medication should not be given)?

\_\_\_\_\_

Self-administration: can the pupil administer the medication themselves?

Yes / No / Yes, with adult supervision

Medication expiry date: \_\_\_\_\_

## **7. Emergency medication (please complete even if it is the same as regular medication)**

Name/type of medication (as described on the container):

\_\_\_\_\_

Describe what signs or symptoms indicate an emergency for this pupil:

\_\_\_\_\_

Dose and method of administration (how the medication is taken and the amount):

\_\_\_\_\_

Are there any contraindications (signs when medication should not be given)?

\_\_\_\_\_

Are there any side effects that the school needs to know about?

\_\_\_\_\_

Self-administration: can the pupil administer the medication themselves?

Yes / No / Yes, with adult supervision

Is there any other follow-up care necessary?

\_\_\_\_\_

Who should be notified? Parents / Specialist / GP



### 8. Regular medication taken outside of school hours

(for background information and to inform planning for residential trips)

Name/type of medication (as described on the container):

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Are there any side effects that the school needs to know about that could affect school activities?

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### 9. Members of staff trained to administer medications for this pupil

Regular medication: \_\_\_\_\_

Emergency medication : \_\_\_\_\_

### 10. Specialist education arrangements required

(e.g. activities to be avoided, special educational needs)

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### 11. Any specialist arrangements required for off-site activities

(please note the school will send parents a separate form prior to each residential visit/off-site activity)

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### 12. Any other information relating to the pupil's healthcare in school?

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### Parental and pupil agreement

I agree that the medical information contained in this plan may be shared with individuals involved with my/my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing.

Print name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_



## Permission for emergency medication

I agree that my child can be administered their medication by a member of staff in an emergency:  
**Yes / No**

I agree that my child **cannot** keep their medication with them and the school will make the necessary medication storage arrangements:  
**Yes / No**

I agree that my child **can** keep their medication with them for use when necessary:  
**Yes / No**

Name of medication carried by pupil \_\_\_\_\_

Name of medication carried by pupil \_\_\_\_\_

I hereby authorize school staff to administer the medicines listed on this plan, including a “spare” back-up adrenaline autoinjector (AAI) if available, In accordance with Department of Health Guidance on the Use of AAIs in Schools:  
**Yes / No**

I hereby authorize school staff to administer the medicines listed on this plan, including a “spare” back-up salbutamol inhaler if available:  
**Yes / No**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/guardian