



Determination **R**espect **E**ngagement **A**mbition **M**otivation **S**uccess

Trafford Alternative Education Provision

Managing Medicines Policy

[2025]



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Trafford Alternative Education Provision

Policy Title:	Managing Medicines Policy		
Last Reviewed & Updated:	August 2025	Due for Review:	August 2026

Document Control

Version control/History

Name	Description	Date
Linda Thompson	Change of spelling	October 2022
Linda Thompson	Administration of prescribed medication	October 2022
Mike Pidlyskij	Change of medication storage room	August 2025

Approvals

Name	Position	Date

Links to

Policy
<ul style="list-style-type: none"> • Health and Safety Policy • Child Protection and Safeguarding Policy



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Trafford Alternative Education Provision

Our Mission Statement:

Trafford Alternative Education Provision is committed to providing....

A 21st Century education that promotes the academic, emotional and social development of our students. Our aim is to create a holistic, nurturing and inspiring environment where students are supported and encouraged to take charge of their lives, their learning and their decisions. Every student will have an understanding of their personal journey, challenges and future opportunities. All will be encouraged to become independent thinkers and learn to value and respect others thus enabling them to meet the challenges of the wider world. In partnership with parents, carers, schools and outside agencies we will provide students and staff with a positive and supportive learning experience.

We will achieve our vision by constantly thinking about the bigger picture, working as one team, valuing our staff and their continual development and by frequently reviewing, debating and developing the curriculum.

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1. Introduction

This policy puts in place effective management systems to support children with individual medical needs at one of Trafford Alternative Education schools. It is based on advice and guidance from SUPPORTING STUDENTS AT SCHOOL WITH MEDICAL CONDITIONS (December 2015).

It provides a basis for ensuring that children with medical needs receive proper care and support at Trafford Alternative Education Provision on and offsite. This guidance is not a definitive interpretation of the law. Interpreting the law is a matter for the courts alone.

2. Children with Medical Needs

Trafford Alternative Education Provision (TAEP) is an alternative educational establishment where children with medical needs have the same rights of admission as other children. TAEP also provides home tuition to students that cannot attend school due to their medical conditions. The whole school environment is inclusive and favourable to students with medical conditions; this includes the physical environment, as well as social, sporting and educational activities. Trafford Alternative Education Provision makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits. We make sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.

Most children will at some time have short-term medical needs, perhaps finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled epilepsy or cystic fibrosis.

Others may require medicines in particular circumstances, such as children with severe allergies who may need an adrenaline injection. Children with severe asthma may have a need for daily inhalers and additional doses during an attack.

Most children with medical needs are able to attend school regularly and can take part in normal activities, sometimes with some support. However, staff may need to take extra care in supervising some activities to make sure that these children, and others, are not put at risk.

An individual health care plan, which will be completed by the Prescriber and supported by Specialist Nurses) School Nurses can help staff identify the necessary safety measures to support children with medical needs and ensure that they and others are not put at risk.

3. Attendance

All Trafford Alternative Education Provision staff understand that frequent absences may be due to a student's medical condition. Trafford Alternative will not penalise students for their attendance if their absences relate to a genuine medical condition which can be evidenced upon request. Students with medical conditions who are finding it difficult to keep up educationally will be referred to the SENDCo or School Nurse / Mainstream School Nurse where applicable who will liaise with the student (where appropriate), parent and healthcare professional as appropriate.

4. Support for Children with Medical Needs

Trafford Alternative Education staff are aware of the common triggers that can make common medical conditions worse or can bring on an emergency and have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. Individual student Healthcare Plans detail triggers and details how to make sure the student remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of students with medical needs. Trafford Alternative Education reviews all medical emergencies and incidents to see how they could have been avoided and change school policy according to these reviews.

Parents have the prime responsibility for their child's health and should provide the School with information about their child's medical condition. Parents, and the child, if appropriate, should obtain details/Health Care plans from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse may also provide additional background information.

There is no legal duty that requires Trafford Alternative Education to administer medicines. Trafford Alternative has developed roles for support staff that build the administration of medicines into their core job description.

At Trafford Alternative Education medicines should only be distributed by the designated support staff after written consent has been obtained.

5. Roles and Responsibilities

Trafford Alternative Education Leadership Team have a responsibility to:

- Arrange training for first aiders and appointed persons.
- Where first aid qualifications are due to expire ensure that refresher training is completed or that a replacement first aider/appointed person is appropriately trained.
- Ensure the annual medical conditions training is undertaken by all teaching and support staff including but not limited to epi-pen use, asthma.
- Maintain a record of medical conditions training.

The SENDCO (Special Educational Needs Co-ordinator) has the responsibility to:

- Know which students have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or coursework.
- Ensure that those students with medical conditions have a Healthcare Plan and that parents/carers have the opportunity to review this on at least an annual basis as required.
- Liaise with the school nurse/ mainstream school nurse if applicable in liaison with consultant and specialist nurses regarding students' medical conditions Health Care Plans.

First aiders/appointed persons have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Record first aid/medical incidents in the school's record system.
- Keep accurate records.

- Ensure the correct storage of medication at school.
- Ensure that expiry dates for all medications are checked termly
- Ensure that all emergency and non-emergency medication brought into school is clearly labelled. With the student's name, the name and dose of the medication and the frequency of the dose.
- Provide an up to date and accurate list of students with medical needs.

Teachers have a responsibility to:

- Support students who have been unwell to catch up on missed school work.
- Be aware that medical conditions can affect a student's learning and provide extra help when students need it.
- Liaise with parent/carers, the student's healthcare professionals, and SENDCO and welfare officers if a child is falling behind with their work because of their condition.

PE / Outdoor Education teachers have a responsibility to:

- Ensure students with asthma are not forced to take part in activities if they feel unwell but are not excluded from activities if their asthma is well controlled.
- Ensure students known to have asthma carry prescribed inhalers and are allowed to use them when needed.
- If a student known to have asthma is showing symptoms during an activity, allow them to stop and self-medicate.
- Remind students whose symptoms are triggered by exercise to use their reliever inhaler immediately.

We understand the importance of all students taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all students. This includes out-of-school clubs and team sports. This school understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these. This school makes sure that students have the appropriate medication/equipment/food with them during physical activity

Parents/carers have a responsibility to:

- Inform Trafford Alternative Education if their child has a medical condition.
- Ensure that the school has a complete and up-to-date Healthcare Plan for their child as required.
- 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 in writing 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.
- Ensure that their child's medication is within expiry dates.
- Keep their child at home if he/she is not well enough to attend school.
- Ensure their child catches up on any school work missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- Ensure their child has a written care/self-management plan from their doctor or specialist

healthcare professional to help their child manage their condition.

Students have a responsibility to:

- Treat other students with and without a medical condition equally.
- Tell their parents/carers, teacher or nearest staff member when they are not feeling well.
- Let a member of staff know if another student is feeling unwell.
- Let any student take their medication when they need it, and ensure a member of staff is called.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- If mature and old enough, know how to take their own medication and take it when they need it.
- Ensure a member of staff is called in an emergency situation.
- Catch up on any missed school work.

The School Nurse has a responsibility to:

- Be available to provide support and advice where needed.
- Have up to date vaccine information for students
- Provide information about where the school can access specialist training if required.

Prescribed Medicines

Parents should provide full information about their child's medical needs; including about the medicines their child needs, and medicines cannot be given without specific prior written permission from parent/carers. **(Forms 4 and 5).**

Where a prescribed medicine is administered to a child it should be recorded on **Form 6**.

Medicines should only be taken to the school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day'. Trafford Alternative Education will accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.

Schools and settings should never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours.

6. Non-Prescription Medicines

Medicines

Staff should **never** give a non-prescribed medicine to a child unless there is specific prior written permission from the parents/carers. **(See Form 4 and 5).**

Where a non-prescribed medicine is administered to a child it should be recorded on **Form 6** and the parents informed in advance. If a child suffers regularly from frequent or acute pain the parents should be encouraged to refer the matter to the child's GP.

A child under 16 should never be given aspirin-containing medicine unless prescribed by a doctor.

7. Short Term Medical Needs

Many children will need to take medicines during the day at some time during their time at the school. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent. However, such medicines should only be taken into the school where it would be detrimental to a child's health if it were not administered during the day.

8. Long-Term Medical Needs

It is important to have sufficient information about the medical condition of any child with long-term medical needs. If a child's medical needs are inadequately supported this may have a significant impact on a child's experiences and the way they function in or out the school.

The school need to know about any particular needs before a child is admitted, or when a child first develops a medical need. For children who attend hospital appointments on a regular basis, special arrangements may also be necessary. It is often helpful to develop a written health care plan for such children using information provided by the relevant health professionals. See **Form 2**

9. Specific Medical Conditions and Administration of Medicines

Asthma

Students with Asthma at Trafford Alternative Education are identified in line with all students with medical needs on the medical register. Annual training is provided for all staff by the school nurse service specifically around meeting the needs of students with Asthma. In order to further support staff, The school has an Asthma policy that has been written in partnership with the school nurse service and provides practical advice around working with students with Asthma (Appendix A))

Allergies/ Anaphylaxis / Adrenaline Devices

Students who have allergies that require them to carry Adrenaline Devices in school, also have a second device where prescribed, kept in the first aid office with a copy of their Individual Healthcare Plan. These students, which are highlighted on the Medical Needs Register have annual reviews – unless adrenaline device has been administered. School Staff receive annual training around use of Adrenaline devices – see Appendix C

Diabetes

Trafford Alternative Education understands the impact that Diabetes can have on learning and that if the disease is not well managed a child might not achieve their full academic potential. Diabetic children can have difficulties with attention, memory, processing speed, planning and organising and perceptual skills. For these reasons, it's crucial that students are supported to manage their Diabetes in all aspects of their life, including their time at school.

Students with Diabetes are well supported at school with Individual Healthcare Plans and highlighted on the Medical Needs Register.

Reasonable adjustments are made for those students with Diabetes on a day- to-day basis with close parent-school communication being paramount to enabling such students to feel fully supported

External advice and support is sought from diabetes UK using the links below;

www.diabetes.org.uk/school

<https://youtu.be/7KoCDLVJCXA>

Administering Medicines

No child under 16 should be given medicines without their parent's written consent. Any member of staff giving medicines to a child should check:

- The child's name
- Prescribed dose
- Expiry date
- written instructions provided by the prescriber on the label or container

If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with the named school /mainstream school nurse where applicable

Designated support staff must complete and sign a record each time they give medicine to a child. **Form 6.** Good records help demonstrate that staff have exercised a duty of care.

10. Self- Management

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age and schools should encourage this. The age at which children are ready to take care of, and be responsible for, their own medicines, varies. As children grow and develop they should be encouraged to participate in decisions about their medicines and to take responsibility.

Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. There may be circumstances where it is not appropriate for a child of any age to self-manage. Health professionals need to assess, with parents and children, the appropriate time to make this transition.

If children can take their medicines themselves, staff may only need to supervise.

Medicines must always be handed into school and not kept with the student.

A parental consent form is provided in **Form 7**.

11. Refusing Medicines

If a child refuses to take their medicine, staff should not force them to do so, but should note this in the records and parents should be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, the School's emergency procedures should be followed.

12. Record keeping

Parents should tell the school about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However staff should make sure that this information is the same as that provided by the prescriber.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases it is necessary to check that written details include:

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time/frequency of administration
- Any side effects
- Expiry date

Parents should complete **Form 4** in these instances. Staff should check that any details provided by parents, or in particular cases by a paediatrician or specialist nurse, are consistent with the instructions on the container.

13. Educational Visits

It is good practice for schools to encourage children with medical needs to participate in safely managed visits. Schools and settings should consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. A risk assessment should also be completed.

Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor, a parent or another volunteer might be needed to accompany a particular child. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency.

If staff are concerned about whether they can provide for a child's safety or the safety of other children on a visit, they should seek parental views and medical advice from the school nurse service or the child's GP.

14. Sporting Activities

Most children with medical conditions can participate in physical activities and extra-curricular sport. There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. **Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan.**

Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers. **Staff supervising sporting activities should consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.**

15. Parents and Carers

It only requires one parent/carer to agree to or request that medicines are administered. As a matter of practicality, it is likely that this will be the parent with whom the school has day-to-day contact. Where parents disagree over medical support, the disagreement must be resolved by the Courts. The School will continue to administer the medicine in line with the consent given and in accordance with the prescriber's instructions, unless and until a Court decides otherwise.

For a child with medical needs, the Executive Headteacher will need to agree with the parents exactly what support can be provided. Where parents' expectations appear unreasonable, the Executive Head teacher should seek advice from the school nurse or doctor, the child's GP or other medical advisers.

Staff with children with medical needs in their class or group should be informed about the nature of the condition, and when and where the children may need extra attention.

All staff should be aware of the likelihood of an emergency arising and what action to take if one occurs. The child's parents and health professionals should provide this information on the Health Care plan.

16. TAEP Staff Giving Medicines

Teachers' conditions of employment do not include giving or supervising a student taking medicines. Schools should ensure that they have sufficient members of support staff who are employed and appropriately trained to manage medicines as part of their duties. Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child should have appropriate training and guidance. They should also be aware of possible side effects of the medicines and what to do if they occur. The type of training necessary will depend on the individual case.

17. Storing Medicines

Large volumes of medicines should not be stored. Medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. This should be easy if medicines are only accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions. Where a child needs two or more prescribed medicines, each should be in a separate container. Non-healthcare staff should never transfer medicines from their original containers.

Children should know where their own medicines are stored and who holds the key. The Executive Head Teacher is responsible for making sure that medicines are stored safely.

18. Access to Medicines

Children need to have immediate access to their medicines when required. At Trafford Medical medicines are stored in the MES office, and at Trafford High they are stored at the first aid room.

Students requiring an epipen or inhaler should have one with them at all times, in addition to the spare provided to school.

19. Disposal of Medicines

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.

Sharps boxes should always be used for the disposal of needles. Sharps boxes can be obtained by parents on prescription from the child's GP or paediatrician. Collection and disposal of the boxes should be arranged with the Local Authority's environmental services.

20. Hygiene and Infection

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

21. Individual Health Care Plans

The main purpose of an Individual Healthcare Plan for a child with medical needs is to identify the level of support that is needed. Not all children who have medical needs will require an individual plan.

An individual health care plan clarifies for staff, parents and the child the help that can be provided. It is important for staff to be guided by the child's GP or paediatrician via a health care plan.

Staff should judge each child's needs individually as children and young people vary in their ability to cope with poor health or a particular medical condition.

It is the responsibility of the parent/carer to ensure that the school has the relevant medical information from the child's GP/Clinician in order to create a Healthcare Plan. It is also the responsibility of the parent/carer to ensure that this information is up to date. The allocated member of staff who co-ordinates the medical register will work with parents/carers and the school nurse service in liaison with consultants/specialist nurses to create each Health Care Plan and will ensure that these are then shared with the relevant members of staff.

22. Offsite Education

Trafford Alternative Education Provision makes sure that a risk assessment is carried out before any out-of-school visit including educational placements. The needs of students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

23. Appendices

Appendix A – Asthma Policy, Training documents and Flowcharts

Appendix B – Medical forms



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Trafford Alternative Education Provision

Asthma Policy

(This forms part of the wider Managing Medicines Policy)

Practical considerations and guidance for staff

- All students with Asthma must be highlighted on the class registers
- If a student is feeling 'tight'/needs to take their inhaler/is having an asthma attack **they are not allowed to leave the room/stand outside/be sent to the office** (even with another student). First Aid must come to them.
- If you notice that a student is using their inhaler and they normally don't need to, it is advised that parents/guardians are informed as well as the student's form tutor.
- The physical positioning of a student with Asthma within each classroom must be considered. In the winter months the cold can affect a student's breathing and in the summer months the student can be affected by hay fever which could impact on their asthma.
- In any subject, where practical lessons are part of the curriculum (Science, DT etc.) the students need prior notice as smoke and smells can exacerbate their Asthma and alternative provision may need to be made.
- PE staff should ensure that inhalers are carried out to the field/actor/gym by a member of staff in a container. Students' names should be on their inhalers.
- Aerosols are not allowed to be used within the school.

Steps when a student has an asthma attack (see also Asthma Flow Chart)

1. Keep calm and reassure the student
2. Encourage the student to sit up and slightly forward
3. Use the student's own inhaler; - assess the situation and follow the guidelines adopted by the school
4. Remain with the student while the inhaler is brought to them.
5. In the event of an Asthma attack it is better to use an inhaler with a spacer.
6. Immediately help the student to take two separate puffs of Salbutamol.
7. If there is no immediate improvement, continue to give two puffs at a time every two minutes up to a maximum of ten puffs.
8. Stay calm and reassure the student.
9. In the case of a student who has required ten puffs of Salbutamol inhaler, and has responded well, then the parents/guardian should be informed and the decision whether or not to seek further medical attention be made by them.
10. If the student does not feel better or respond to treatment before or after you have reached ten puffs of Salbutamol inhaler call 999 for an ambulance. The treatment can be repeated if an ambulance does not arrive within ten minutes. The student's parents/Guardian should be contacted also.

Using Inhalers/Emergency Inhalers

- An inhaler should be primed when first used by spraying two puffs as if the inhaler has not been used for a long period of time they can sometimes get blocked.
- Inhalers will be more effective during an Asthma attack if used with a spacer.

Supporting Documents

Asthma Flowchart – see below

WHAT TO DO IF A CHILD/YOUNG PERSON HAS A SEVERE ASTHMA ATTACK IN SCHOOL

If the child/young person (CYP) has any or all of the following systems

- The CYP is distressed with their breathing
- The CYP is unable to talk/speak in sentences
- The CYP is getting exhausted
- The blue inhaler has no effect

TREAT AS A SEVERE ASTHMA ATTACK

- Give 1 puff of the blue inhaler every minute until the ambulance arrives
- Keep calm!!
- Let CYP get in a comfortable position – usually sitting forward – **DO NOT LET THEM LIE DOWN**
- Stay with CYP and reassure them
- Get someone to call an ambulance then the parents/carers

When calling an ambulance remember to give the following information:

- Location – landmarks, best entrance to school etc.
- State CYP having an asthma attack
- Description of situation if able, i.e. age of CYP, symptoms, response to inhaler/medication given

Continue giving the inhaler, do not stop until the ambulance arrives

Asthma UK: www.asthma.org.uk

British Thoracic Society (2009) British Guidelines on the Management of Asthma. www.brit-thoracic.org.uk

Appendix B

FORMS

Form 1	Data collection sheets
Form 2	Emergency planning - request for an ambulance
Form 3	Healthcare Plan
Form 4	Parental agreement for school/setting to administer medicines
Form 5	Executive Headteacher/Deputy Head of setting Agreement to administer
Form 6:	Record of medicines administered to all children
Form 7:	Request for child to carry his/her own medicine
Form 8:	Staff training record - administration of medicines
Form 9:	Asthma – Emergency treatment consent letter
Form 10:	Epipen – Emergency treatment consent letter

FORM 1 – Data Collection Sheet



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Student Details:			
Forename:		Middle name(s):	
Surname:		Date of birth	
Address			
Postcode:			
Home telephone no:		Student's Mobile telephone no:	

Parents'/Carers Details			
Please provide details of parents/guardian and anyone else you wish to be contacted in an emergency, placing them in order that you wish for them to be contacted.			
	Full Name:	Home Address:	Telephone number and Email address:
1.			Mobile: Work tel: Home tel: Email:
	Relationship to student:	Post code:	

2.	Relationship to student:	Post code:	Mobile: Work tel: Home tel: Email:
3.	Relationship to student:	Post code:	Mobile: Work tel: Home tel: Email:

School Lunch:			
Please tick to indicate whether it is your intention to have			
School meals	<input type="checkbox"/>	Packed lunch	<input type="checkbox"/>
Student's dietary needs:			
Please state if the student has any special dietary needs, allergies, etc.			
Is the student entitled to Free School Meals? Please circle		Yes/No	

Medical Details:	
Name of General Practitioner:	
Address:	
	Post code:
Telephone Number:	

Medical condition(s)/disabilities; (Please be aware that it is your responsibility to keep school informed of any changes)		
Details of any medication/treatment:		
For longer term (more than one year) and substantial medical conditions, please tick whether the student requires an Individual Health Plan		

Special Education Needs:	
Does the student have any Special Education Needs?	Yes/No
If yes, please provide further details on blank page at the end of this booklet	

FORM 2 - Contacting Emergency Services



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Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

Your telephone number

Give your location as follows:

**Trafford Medical Education Service
Brentwood Avenue
Timperley**

WA14 1SR

Give exact location in the School eg TMES / THS and where in the building.

Give your name

Give name of child and a brief description of child's symptoms

Inform Ambulance Control of the best entrance and state that the crew will be met and taken to _____

Speak clearly and slowly and be ready to repeat information if asked

Put a completed copy of this form by the telephone

FORM 3 – HEALTHCARE PLAN



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Name of Child..... **Year**.....

Form Group: **Date of birth:**.....

Child's Address:

.....
.....
.....

Medical Diagnosis /Condition

.....
.....

Date:

Review Date:

CONTACT INFORMATION

Family Contact 1

Name and relationship:.....

Phone number (work):

Phone number (home):.....

Phone number (mobile):.....

Family Contact 2

Name and relationship:.....

Phone number (work):

Phone number (home):.....

Phone number (mobile):.....

Clinic/Hospital Contact

Name of clinic and medical specialist:

Phone number:

GP

Name of doctor and practice:

Phone number:

Describe medical needs and give details of child's symptoms:

.....
.....
.....
.....

Daily care requirements: (e.g. before sport/at lunchtime)

:.....
.....
.....
.....

Who is responsible in an Emergency: (State if different for off-site activities):

.....
.....
.....
.....

Date.....

Parent/Carer Signature.....

FORM 4 – Parental agreement for Trafford Alternative to administer medicine



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Trafford Alternative Education Provision

Please complete and sign to enable staff to give your child medicine.

Name of School / Setting

Trafford Alternative Provision

Name of child

Date of birth

/ /

Class / Group

Medical condition or illness

Medicine

Name / type of medicine
(as described on the container)

Date dispensed

/ /

Expiry date

/ /

Agreed date to be initiated by (name of member of staff)

Dosage and method

Timing

Special precautions

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

Self administration
Yes/No (delete as appropriate)

Procedures to take in an emergency

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the
medicine personally to (agreed member of staff)

I accept that this is a service that Trafford High School / Trafford Medical Education
Service is not obliged to undertake.

I understand that I must notify Trafford High School / Trafford Medical Education
Service of any changes in writing.

Date: _____

Signature(s) _____

FORM 5: Executive Headteacher/Deputy Head of setting agreement to administer medicines



Determination **R**espect **E**ngagement **A**mbition **M**otivation **S**uccess

Trafford Alternative Education Provision

Name of Centre

Trafford Alternative Education Provision

It is agreed that (pupil name) _____
will receive

quantity and name of medicine _____
as required

Pupil Name: _____ will be
given/supervised whilst he/she

takes their medication by (name of member of staff

This arrangement will continue until [either end date of course of medicine or
until instructed by

parents] _____

Date _____

Signed _____

Head teacher

FORM 6 – Record of Medicines Administered in Trafford Alternative Education to all children for each child who has a healthcare plan



Determination **R**espect **E**ngagement **A**mbition **M**otivation **S**uccess

Trafford Alternative Education Provision

RECORD OF DETAILS OF MEDICATION GIVEN TO PUPILS

Date	Pupil's Name	Time	Name of Medication	Dose Given	Any Reactions	Signature	Print Name

FORM 7 – Request for child to carry his/her medicine



Determination **R**espect **E**ngagement **A**mbition **M**otivation **S**uccess

Trafford Alternative Education Provision

THIS FORM MUST BE COMPLETED BY PARENTS/CARER

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

Child's Name:

Form:

Medical Condition:

Name of Medicine:

.....

Dosage:

Procedures to be taken in an emergency:

.....

.....

Contact Information

Name:

Address:

.....

Daytime Phone No:

Relationship to child:

I would like my son/daughter to keep his/her medicine on them for use as stated above.

Signed: **Date:**

FORM 8 – Staff training record-Administration of medicines



Determination **R**espect **E**ngagement **A**mbition **M**otivation **S**uccess

Trafford Alternative Education Provision

Name of Centre

Trafford Alternative Education

Name

Type of training received

Date of training completed

/ /

Training provided by

Profession and title

I confirm that [name of member of staff] _____
received the training detailed above and is competent to carry out any
necessary treatment. I recommend that the training is updated annually at the
start of the academic year [_____]

Trainer's signature: _____

Date: _____

I confirm that I have received the training detailed above.

Staff signature: _____

Date: _____

Suggested review date: _____

Form 9 – Consent Form – Use of Inhaler



Determination **R**espect **E**ngagement **A**mbition **M**otivation **S**uccess

Trafford Alternative Education Provision

In the event of a student showing symptoms of an asthma attack

I can confirm that my son/daughter has been diagnosed with asthma and has been prescribed an inhaler with/ without a spacer device (please delete as necessary)

My son/daughter has a working, in-date inhaler, clearly labelled with his/her name, which he/she will bring with him /her to school every day or will be stored in school. (please delete as necessary)

In the event of my son/daughter displaying symptoms of an asthma attack and his/her inhaler is unavailable or unusable, the school will call 999 directly for assistance. Please note that this form will remain valid for the duration of your son/daughter's education at Trafford High School/Trafford Medical Education Service.

Signed:	
Print Name:	
Pupil Name:	
Date:	

Parent / Carer Contact Details	
Home Telephone no:	
Mobile:	
Email:	

Form 10 – Consent Form – Use of adrenaline device (Epi-pen / JEXT-pen)



Determination **R**espect **E**ngagement **A**mbition **M**otivation **S**uccess

Trafford Alternative Education Provision

In the event of a student showing symptoms of an anaphylactic reaction

I can confirm that my son/daughter has been diagnosed with an allergy and has been prescribed an adrenaline device.

My son/daughter has a working, in-date adrenaline device clearly labelled with his/her name, which he/she will bring with him to school every day or store in school (please delete as necessary).

In the event of my son/daughter displaying symptoms of anaphylaxis and his/her adrenaline device is unavailable or unusable, the school will call 999 directly for assistance. Please note that this form will remain valid for the duration of your son/daughter's education at Trafford High School/Trafford Medical Education Service

Signed:	
Print Name:	
Pupil Name:	
Date:	

Parent / Carer Contact Details	
Home Telephone no:	
Mobile:	
Email:	