



“Inspiring all young people to achieve a brighter future...”

SUPPORTING LEARNERS WITH MEDICAL NEEDS POLICY

DOCUMENT CONTROL

Document Reference	Supporting Children with medical needs policy
Author	Head teacher
Issue Date:	March 2026
Review Due:	March 2027
Statutory Yes/No	Yes
Committee Responsible	Full Governing Body

Document History			
Issue	Date	Purpose	Author
1	29 Nov 2019	Creation of standalone policy	K Ingham
2	Nov 2020	Annual review	D King
3	July 2021	KCSIE Update reference to those with medical conditions may be more likely to be the victims of abuse.	D King
4	November 2022	Annual review	K Ingham
5	October 2023	Annual review	K.Ingham
6	September 2024	Annual review – addition of rare situations where medicines might be administered.	K.Ingham
7	November 2024	Change unit leader name. Expand statement about administering medicine.	K.Ingham
8	November 2025	Information about community working added. Update to RPA arrangement	K.Ingham/H.Bellis
9	February 2026	Updated to add further detail about Aspire & Achieve Centre	D King

Contents

- 1 Aims
- 2 Legislation and statutory responsibilities
- 3 Roles and responsibilities
- 4 Equal opportunities
- 5 Safeguarding
- 6 Being notified that a child has a medical condition
- 7 Individual healthcare plans
- 8 Managing medicines
- 9 Emergency procedures
- 10 Training
- 11 Record keeping
- 12 Liability and indemnity
- 13 Complaints
- 14 Monitoring arrangements
- 15 Links to other policies
- 16 Appendix - DFE Templates

Aims

This policy aims to ensure that:

- Learners, staff and parents understand how our school will support learners with medical conditions
- Learners with medical conditions are properly supported to allow them to access the same education as other learners, including school trips and sporting activities
- The governing board will implement this policy by:
- Making sure sufficient staff are suitably trained
- Making staff aware of learner's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support learners with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant learners
- Developing and monitoring individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy is David King for the Prestwich site and Paul O'Reilly for the Bury and Radcliffe sites.

At the Radcliffe site, Cloughside College staff will be responsible for developing and implementing Individual Healthcare Plans (IHPs), in the absence of onsite medical staff.

As we are in a hospital setting all learners have a Health and Care plan. IHPs will be developed for use in College where a learner might need treatment or arrangements in place that College staff need to put in place. Examples might include:

-A young person needing immediate treatment with an epi-pen

-A young person requiring specific arrangements due to Covid vulnerabilities. For example, use of enhanced PPE or increased social distancing.

It should also be noted that the College is based in close proximity to the ward areas and emergency personal alarms can be activated if immediate medical assistance is required.

2. Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting learners at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: Supporting learners at school with medical conditions.

3. Roles and responsibilities

Context

As we are based in a hospital trained healthcare professionals are on hand to administer medication. There are clinic areas in each ward which are used for the administration of such medication.

Educational visits are predominantly accompanied by a trained healthcare professional.

In our community classrooms staff will not be expected to administer medication unless in an emergency situation, trained and willing to do so such as application of an epi pen.

Educational visits from hospital sites are predominantly accompanied by a trained healthcare professional. College staff who lead educational visits are qualified first aiders or have received basic first aid training.

3.1 The governing board

The governing board has ultimate responsibility to make arrangements to support learners with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

3.2 The headteacher

The headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy
- and ensure strategies are in place to deliver against individual healthcare plans (IHPs), including in contingency and emergency situations
- The overall responsibility for the development of IHPs will lie with the Unit Leaders, in consultation with healthcare staff, at our hospital sites.
 - At the Radcliffe site, where there are no healthcare staff, Cloughside College staff will be responsible for developing IHPs, ensuring that all relevant medical information is sought from parents/carers and external healthcare professionals. This includes liaising with external NHS services, parents, and community teams as necessary.
- Make sure that school staff are appropriately insured and aware that they are insured to
- support learners in this way
- Contact the ward in the case of any learner who has a medical condition
- that may require support at school.
- Ensure that systems are in place for obtaining information about a child's medical needs
- and that this information is kept up to date. This will be delegated to the heads of Unit
- and liaison team on a day to day basis.

3.3 Staff

Supporting learners with medical conditions during school hours is the responsibility of the health staff in our hospital sites. Any member of staff may be asked to provide support to learners with medical conditions, although they will not be required to do so.

Education staff based at the hospital will not routinely administer medication unless in an emergency situation, or unless a young person is visiting the school to complete a course as a non-patient. If a learner attends as a non-patient the hospital would not be responsible for administering medication.

An example of an emergency situation would be use of an Epi pen, should one be required to be used within the College area. College staff will be guided by healthcare staff on the need for such resources and trained appropriately.

At the Radcliffe site, Cloughside College ensure staff are trained to support learners with medical conditions as specified in their IHP. This includes training in emergency procedures (e.g. administering an epi-pen, CPR) in the absence of healthcare staff.

Those staff who take on the responsibility to support learners with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of learners with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a learner with a medical condition needs help.

3.4 Parents

Parents will:

- Provide healthcare staff with sufficient and up-to-date information about their child's medical needs.
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment.

3.5 Learners

Learners with medical conditions will often be best placed to provide information about how their condition affects them. Learners should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs. Where possible these documents will be formulated with information provided by the medical staff on the ward.

At the Radcliffe site, where there are no healthcare staff, Cloughside College staff will be responsible for developing IHPs, ensuring that all relevant medical information is sought from parents/carers and external healthcare professionals. This includes liaising with external NHS services, parents, and community teams as necessary.

3.6 Healthcare professionals

GMMH/Pennine Care healthcare staff will notify the College of a medical condition that will require support in school. This will be before the learner starts school, wherever possible. The College access form is used to obtain information of this type. Additional information can also be obtained through Ward Reviews and Care Programme Approach (CPA) meetings.

At the Radcliffe site, where there are no onsite medical staff, the College will gather this information through a thorough referral process, parental notification, external medical records, and direct liaison with NHS services. Cloughside staff will ensure that IHPs are developed in collaboration with parents, learners, and external professionals.

Admission to the community classrooms in Radcliffe is through the Section 19 panel. Healthcare professionals are represented at this panel.

4. Equal opportunities

Our school is clear about the need to actively support learners with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these learners to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that learners with medical conditions are included. In doing so, learners, their parents and any relevant healthcare professionals will be consulted.

5. Safeguarding

We recognise that those learners with ongoing medical concerns may be more likely to be the victims of bullying and/or abuse. Please refer to the school's child protection policy.

6. Being notified that a child has a medical condition

When the school is notified that a learner has a medical condition, education staff will liaise with ward staff to ensure that full details are obtained.

Where a member of staff receives notification that a child has a medical condition from a parent or carer, they should log the communication on CPOMS and alert the unit lead. The unit lead will determine whether an IHP is necessary, or whether the school can manage the condition with support and reasonable adjustments that fall outside of an IHP. They will also liaise with the SENCo as to whether it is necessary to add the learner to the Special Educational Needs and Disabilities (SEND) Register.

The school will make every effort to ensure that arrangements are put into place as soon as is practicably possible.

7. Individual healthcare plans

The headteacher has overall responsibility for the development of IHPs for learners with medical conditions. This has been delegated to the Unit Leaders.

As there are healthcare plans for all young people on the ward these will only be produced if there is a need beyond that for admission and additional strategies need to be used in the College area. For example, if there is a nut allergy and the young person needs medication administered in the College area. At the Radcliffe site, the development of IHPs is the responsibility of Cloughside College staff, led by the Unit Leader in collaboration with parents, learners, and any relevant external health professionals. In the community whether a plan is required will be determined by the assistant headteacher with responsibility for community education.

Plans will be reviewed at least annually, or earlier if there is evidence that the learner's needs have changed. For the Radcliffe site, IHPs will be reviewed termly, with interim reviews as required, ensuring updates reflect the absence of onsite medical staff.

Plans will be developed with the learner's best interests in mind and will set out:

1. What needs to be done
2. When
3. By whom

Not all learners with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school and a relevant healthcare professional who can advise on the learner's specific needs. The learner will be involved wherever appropriate.

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a learner has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and the headteacher/name of individual/role with responsibility for developing IHPs, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The learner's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the learner's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a learner is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the learner's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the learner's condition and the support required
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the learner during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the learner can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/learner, the designated individuals to be entrusted with information about the learner's condition
- What to do in an emergency, including who to contact, and contingency arrangements

8. Managing medicines

In general prescription medications will be administered by healthcare staff, or by learners if they are competent to do so and have parental permission.

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the learner's health or school attendance not to do so in an emergency situation
- Where we are instructed to do this by the health staff responsible for the young person's care.
- Learners will not be given medicine containing aspirin unless prescribed by a doctor and unless College staff are instructed to administer a medication in an emergency situation.
- Anyone giving a learner any medication will first check maximum dosages and when the previous dosage was taken.
- In very rare situations it might be necessary for a child to administer medication in the presence of college staff without input from medical professionals. For example, if a learner came back to the college to complete a course.
- Where children that are not patients are administering their own medication under supervision of college staff parents must provide permission and detailed information about the medication.
- Parents must:
 - provide a description of the medicines their child is taking;
 - provide information on when their child must take the medicines;
 - inform the school how often the child must take the medicine;
 - say what dosage the child must take;
 - hand over the medicines to the proper person to store and provide to the child
 - clearly label the medication with the child's name and dosage instructions.
 - Parents must supply written consent, dosage, and instructions as per the standard procedure, and staff must be trained in the administration of emergency medication (e.g. epi-pen).

Aspire & Achieve Centre

- At the Radcliffe site there will be secure storage for medicines.
- In KS3 and KS4 provision, learners may carry and self-administer medication where immediate access is required to prevent a medical emergency, provided this is recorded in an Individual Healthcare Plan (IHP) and parental consent has been obtained. This will typically include reliever inhalers, adrenaline auto-injectors and diabetes monitoring equipment, where the learner is assessed as competent to manage their condition.
- All other medication must be brought into school only with prior agreement and must be handed to a designated member of staff for secure storage. Medication must be in its original labelled container and in date. Learners must not carry routine prescription medication, psychotropic medication, controlled drugs, liquid medicines or over-the-counter pain relief unless explicitly authorised through an IHP and risk assessment.
- Where a learner is found to be carrying unauthorised medication, this will be treated as a safeguarding matter, secured appropriately and parents informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

Medicines will only be stored in College where this is specifically directed by the ward, for example an epi-pen. All medicines will be stored safely.

Medicines will be returned to the ward to arrange for safe disposal when no longer required.

8.1 Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

Controlled drugs will not be stored or carried by learners in College.

8.2 Learners managing their own needs

Learners who are competent may be encouraged by the ward to take responsibility for managing their own medicines and procedures. The ward will communicate with the College whether a young person may be permitted to carry a medication such as an inhaler. However, unless there is specific direction from the ward a young person will not be allowed to be in possession of medication when in College. All medication will be administered in a ward area or in the Day service.

8.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the learner's IHP, but it is generally not acceptable to:

- Prevent learners from easily accessing their inhalers and medication, and administering their medication when and where necessary. In this setting this may involve returning people to the ward.
- Assume that every learner with the same condition requires the same treatment
- Ignore the views of the learner or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions back to the ward for reasons associated with their medical condition or prevent them from staying for normal school activities, unless this is specified in their IHPs
- Penalise learners for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent learners from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents to attend school to administer medication.
- Prevent learners from participating, or create unnecessary barriers to learners participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask learners to administer, medicine in school toilets.

Medication should be administered by healthcare professionals in the ward areas of the building.

9. Emergency procedures

Staff will follow the school's normal emergency procedures. All learners' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a learner needs to be taken to hospital, when out of school staff will stay with the learner until the parent arrives, or accompany the learner to hospital by ambulance. For situations where young people are in College, ward staff will arrange for hospitalisation and parent contact.

10. Training

Staff who are responsible for supporting learners with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to learners with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the headteacher or Unit leader. Training will be kept up to date.

At the Radcliffe site, Cloughside College staff will liaise with external healthcare professionals, parents, and community nurses to identify training needs. Training records will include any externally provided training, and staff will be offered refresher training annually.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the learners
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction, should it be necessary.

11. Record keeping

The governing board will ensure that written records are kept of all medicine administered to learners. The Ward and parents will be informed if a learner has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.

13. Transition planning

The school recognises the importance of smooth transitions for learners with medical needs. When a learner moves between settings—such as from hospital to mainstream school or vice versa—the school will ensure that relevant medical information is shared securely and promptly.

12. Liability and indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

Summary of Cover provided by RPA

The table below sets out a high-level summary of the cover provided by the RPA, **Member's** should refer to the relevant section for the full terms, conditions, definitions, limitations and exclusions applicable to the cover provided by the RPA.

Type of risk	Description	Limit	Member Retention
Material Damage	Loss or damage to Buildings, Contents, Computers and Stock owned by or the responsibility of the Member	Reinstatement value of the property	£250 (Nursery Schools and Primary Schools) £500 (all other Members) each and every loss other than subsidence, ground heave or landslip which is £1000 to all Members

Business Interruption	Compensation for increase in cost of working, incurred by the Member , resulting from interruption or interference with the Business following a Material Damage loss	£10,000,000 any one loss	£250 (Nursery Schools and Primary Schools) £500 (all other Members)
Employers Liability	All sums the Member may become legally liable to pay (including claimants' costs and expenses) following death, injury or disease sustained by Employees and arising out of and in	Unlimited	Nil

	the course of their employment by the Member		
Third Party Public Liability	For all sums the Member may become legally liable to pay (including claimants' costs and expenses) as damages in respect of accidental third party injury or third party property damage	Unlimited	Nil

Governors' Liability	Governors' liability expense	£10,000,000 any one loss and in the aggregate any one Membership Year	Nil
Professional Indemnity	Actual or alleged breach of professional duty	Unlimited	£1,000 each and every loss
Employee and Third Party Dishonesty	Direct pecuniary loss due to the dishonesty of Member Employees and / or theft of Money by computer fraud	£500,000 any one loss and in the aggregate any one Membership Year	£250 (Nursery Schools and Primary Schools) £500 (all other Members) each and every loss
Money	Loss of money whilst in transit or elsewhere	Various, including cash on premises or in transit £5,000	£50 (Nursery Schools and Primary Schools) £100 (all other Members) each and every loss
Personal Accident	Compensation for Accidental Bodily Injury to	Benefits £100,000	Nil

	Employees, Governors, trustees, volunteers and learners of the Member whilst on the Business of the Member in the United Kingdom		
United Kingdom Travel	Compensation for travel related costs including loss of Baggage, Travel Disruption*	Baggage and Money £2,000 per Person . Travel Disruption £1,000 per Person	Nil

<p>Overseas Travel (including winter sports) and Personal Accident</p>	<p>Compensation for travel related costs outside of the UK including Medical Expenses, loss of Baggage, Travel Disruption</p> <p>Compensation for accidental bodily Injury to Employees, governors, trustees, volunteers and learners of the Member whilst on the business of the Member outside of the United Kingdom*</p>	<p>Medical Expenses £10,000,000 per Person</p> <p>Baggage £2,000 per Person</p> <p>Travel Disruption £4,000 per Person (£250,000 per trip)</p> <p>Benefit £100,000 per Person</p>	<p>Nil in respect of Medical Expenses</p> <p>£50 in respect of Baggage</p> <p>Nil in respect of Travel Disruption</p>
<p>Legal Expenses</p>	<p>Reimbursement of legal expenses relating to employment disputes, contractual</p>	<p>£100,000 any one loss and in the aggregate any one Membership Year</p>	<p>£250 (Nursery Schools and Primary Schools)</p> <p>£500 (All other Members) each and every loss</p>
	<p>disputes, tax investigations, civil actions in relation to expulsions by the Member</p>		
<p>Cultural Assets</p>	<p>Loss or damage to Cultural Assets (including Works of Art) owned by or the responsibility of the Member</p>	<p>£10,000 per item, maximum £250,000 any one loss of multiple Cultural Assets</p>	<p>£50 (Nursery Schools and Primary Schools)</p> <p>£100 (all other Members)</p>

Cyber	<p>Compensation for increase in cost of working, incurred by the Member, resulting from a Cyber Incident.</p> <p>Incident response services following a Cyber Incident*</p>	<p>£250,000 each and every loss and in the aggregate any one Membership Year for an individual Member.</p> <p>Where a Member is part of a Group Network with other Members the aggregate liability shall be £750,000 in any one Membership Year for the Group Network</p>	<p>£1,000 (Nursery Schools and Primary Schools)</p> <p>£2,000 (all other Members)</p>
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13. Complaints

Parents with a complaint about their child’s medical condition should discuss these directly with the Unit leader in the first instance. If the cannot resolve the matter, they will direct parents to the headteacher. If this fails to bring about a resolution the parent should be referred to the school’s complaints procedure.

14. Monitoring arrangements

This policy will be reviewed and approved by the governing board every year. The school will also conduct regular audits of Individual Healthcare Plans (IHPs) and medicine administration records. Feedback from learners, parents, and staff will be collected to evaluate the effectiveness of medical support. Key performance indicators (KPIs) such as response times, training completion rates, and incident reports will be monitored to ensure continuous improvement.

15. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

16. Implementation at the Radcliffe Site

- Cloughside College staff will ensure that learners at the Radcliffe site with medical conditions are properly supported through the development and review of IHPs, with input from parents/carers and relevant healthcare professionals.
- Cloughside College staff will ensure that staff are trained to manage emergency situations, including the administration of emergency medication such as epi-pens.
- No routine medication will be administered at this site unless explicitly agreed in an IHP, with staff training and parental consent.
- Where necessary, Cloughside College staff will liaise with external health professionals (e.g. GPs, community nurses) to seek guidance on medical needs.

Appendix A: individual healthcare plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

--

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the learner's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix B: parental agreement for setting to administer medicine

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

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

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

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

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Appendix C: record of medicine administered to an individual child

Name of school/setting

Name of child

Date medicine provided by parent

Group/class/form

Quantity received

Name and strength of medicine

Expiry date

Quantity returned

Dose and frequency of medicine

Staff signature _____

Signature of parent _____

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

C: Record of medicine administered to an individual child (Continued)

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Appendix E: staff training record – administration of medicines

Name of school/setting	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date