



King Solomon High School

**Medical and first aid
policy**

Headteacher: Ms M Phillips

Named personnel with designated responsibility for safeguarding and child protection 2023 - 2024.	
Designated Safeguarding Lead	Kelly Burack
Admin officer (responsible for Medical)	Lisa Levy
Designated governor / senior board lead for safeguarding & child protection	Robert Teague
Chair of Governors	Brian Westbury

Policy Review

This policy was reviewed and adopted at the Governing Body Meeting on: 30th October 2023

This policy is due for review on 10th September 2024

Signature:

Date: 30th September 2023

Headteacher

Signature:

Date: 30th September 2023

Chair of Governors

Contents

1. Rationale	5
2. Definition of medical conditions	5
3. Definition of first aid	6
4. Aims of this policy	6
5. Roles and responsibilities	6
→ The Governing Body	6
→ The Headteacher	7
→ The medical & welfare officer	8
→ The safeguarding assistant headteacher	8
→ Heads of year	8
→ Form tutors	9
→ All Staff	9
→ First Aiders	10
→ Other roles	10
→ Parents and Carers	11
→ The role of students	11
6. First aid procedures	11
7. Off-site procedures for first aid and medical conditions	13
8. First aid equipment	13
9. Students with care plans	14
10. Storage and administration of medications	15
11. Record-keeping and reporting	16
12. Children who cannot attend school due to health needs	16
13. Training of staff and information sharing	17
14. Nut allergy awareness	17
15. Complaints	17

[Appendix 1 - Model letter inviting parents to contribute to individual healthcare plan development](#)

1. Rationale

All schools are required to have procedures in place to ensure the health and safety of staff, students and visitors while on the school site. This policy covers our procedures for responding to medical emergencies and for supporting students with medical conditions.

The Children and Families Act 2014 (Section 100) and the 2015 DfE document Supporting students at school with medical conditions Statutory guidance for governing bodies of maintained schools and proprietors of academies in England places a duty upon the schools to make arrangements for supporting students at school with their medical conditions in line with the statutory guidance issued. The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported at school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. Students with medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.

The school is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these students may need. The school must comply with other relevant duties, such as for disabled children or for children with a statement of special educational needs. The school remains legally responsible and accountable for fulfilling their statutory duty.

All staff are to be aware of and follow students' individual healthcare plans (IHP), particularly with reference as to what to do in an emergency. This duty also extends to staff leading activities taking place out of normal school hours or off the school site. This could extend to a need to administer medication or call for help from the emergency services. In the absence of a healthcare plan, the school's standard emergency procedure will be followed.

2. Definition of medical conditions

Students' medical conditions may be summarised as being of two types:

- Short-term affecting their participation in school activities while they are on a course of medication (requiring a medicines consent form)
- Long-term potentially limiting their access to education and requiring extra care and support (requiring an Individual Healthcare Plan)

The above definitions include diagnosed SEMH conditions.

3. Definition of first aid

Basic medical care given to someone experiencing a sudden injury or illness. In some cases, first aid consists of the initial support provided to someone before further or more specialist medical care can be provided. In some cases, the medical care given by the first aider will be sufficient to address the medical issue.

4. Aims of this policy

At King Solomon High School we will

- welcome and support students with medical conditions and make arrangements for them based on good practice
- provide a framework for responding to a medical incident and recording the outcomes
- assist parents in providing medical care for their children by developing healthcare plans on notification of their child's medical condition
- educate staff and students in respect of providing support to students with medical conditions
- arrange suitable training for staff, as required, to support students with medical conditions
- liaise, as necessary, with parents and medical services in support of the individual student
- provide emergency support to children in line with their individual healthcare plans
- ensure that all children with medical conditions participate in all aspects of school life
- monitor and keep appropriate records
- provide information on school policies, plans, procedures and systems

5. Roles and responsibilities

Governing Body

The Governing Body will:

- ensure that this policy enables provision of effective support for medical conditions at King Solomon High School in line with the statutory guidance "[Supporting students at School with Medical Conditions](#)" December 2015 and any other related guidance from the DfE

- ensure that the policy complies with its duties under Equality law and the school's Equality Objectives statement and any responsibilities in the SEN Code of Practice
- focus on the needs of individuals in ensuring that students and parents/carers have confidence in the school's ability to provide effective medical support
- delegates all responsibility for the day-to-day implementation and delivery of the policy to the Headteacher
- be responsible for the regular review and updating of this policy

The Governing Body accepts that all employees have rights in relation to supporting students with medical needs as follows:

- Receive training as appropriate and work to clear guidelines
- Bring to the attention of the senior leadership team any concern or matter relating to supporting students with medical conditions

The Headteacher

The Headteacher will:

- Ensure that everyone in the school is aware of this policy and that they understand their role in its implementation
- Ensure that a named individual oversees the support of students with medical needs. In this policy they will be referred to as the Medical and welfare Officer
- Ensure that the school liaises with relevant partners, including (but not limited to) parents, students and NHS staff in the delivery of this policy
- Ensure that written records of any and all medicines administered to individual students are held
- Ensure that a record of training undertaken by staff and teachers qualified to undertake responsibilities under this policy is maintained
- Ensure that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role (delegated to the medical and welfare officer)
- Ensure all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Ensure that managers undertake risk assessments, as appropriate, and that appropriate measures are put in place
- Ensure that adequate space is available to support the medical needs of students

The medical & welfare officer

The welfare officer has the following responsibilities:

- Be the lead first aider
- Be a mental health first aider allowing the welfare officer to provide mental health support as well as physical health support
- Coordinate first aid training for first aid staff
- Audit the contents of all first aid boxes and replenish regularly
- Manage and coordinate all IHPs, including IHP reviews and keeping IHPs up to date
- Disseminate IHPs to the relevant staff
- Coordinate and liaise with the school nurse regarding IHPs
- Oversee all medication consent forms
- Manage the medical/welfare room
- Be responsible for the storage and administration of all medications
- Conduct regular inventories of medication and medical room stock
- Maintain medical records; eg medication administration logs, first aid/visit to the medical room log
- Attend regular and relevant training to keep their skills and knowledge on medical conditions up to date
- Coordinate and hold meetings with parents for students who are returning to school after hospitalisation, surgery or other serious medical treatment.
- Ensure off-site procedures for first aid and medical conditions are ready for trip leaders
- Reports any serious injuries that may occur on-site to Riddor as stated within the [King Solomon High School Health & Safety 2022 policy](#)

The safeguarding assistant headteacher

The safeguarding assistant headteacher is responsible for the following:

- Overseeing the work of the welfare officer ensuring that all aspects of the school's medical provision are rigorous and in good order
- Updating the headteacher on medical matters on a regular basis
- Providing the headteacher with data and other information on medical matters
- Be a mental health first aider

Heads of year

Heads of year are responsible for the following:

- Informing the welfare officer of new cases of medical conditions relating to students in their year group

- Informing the welfare officer of students who have had, or are due to have, surgery or any other serious medical procedure or treatment
- Informing the welfare officer of students who may require an IHP
- Reading and be familiar with the IHPs for students in their year groups
- Ensuring that form tutors have read and are familiar with students in their tutor groups with an IHP
- Working with the welfare officer in supporting students in their year group with medical conditions (either with or without an IHP)
- Supporting the welfare officer with IHP meetings
- Providing the welfare officer with any relevant medical information about students in their year group
- Providing the welfare officer with contextual information about students with an IHP e.g., safeguarding information

Form tutors

Form tutors are responsible for the following:

- Informing the head of year of new cases of medical conditions
- Informing the head of year of students who have had, or are due to have, surgery or any other serious medical procedure or treatment
- Informing the head of year of students who may require an IHP
- Reading and being familiar with the IHPs for students
- Providing the head of year with any relevant medical information about students
- providing the head of year with contextual information about students with an IHP e.g., safeguarding information.

All Staff

All members of school staff are responsible for the following:

- Take appropriate steps to support students with medical conditions
- Familiarise themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help
- Undertake appropriate training to support specific needs of students, as directed by SLT
- Being aware that students with medical conditions may be more at risk of bullying and isolation at school
- Being mindful of the sensitivities around the student's condition, and respect this confidentiality, except where it would endanger the student

- Informing the relevant head of year of any medical information or medical concerns about any student they become aware of
- Knowing what action to take in an emergency and receive updates at least yearly
- Following first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports ([see appendix 2](#)) for all incidents they attend to where a first aider is not called
- Informing the headteacher or their line manager of any specific health conditions or first aid needs relating to themselves, a student or visitor

First Aiders

First aiders will support students by:

- Attending to first aid call outs when requested
- Administering medication, where consent forms are in place, and support those students with long term conditions to administer their own medication under supervision
- Only administering medicines that they have had relevant and up to date training to administer
- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Contacting a member of the senior leadership team if the student needs to be sent home
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident

First aiders are NOT trained doctors or nurses.

Other roles

- Healthcare professionals may also provide notification, support and advice

- Students are to provide information and be part of discussions about their medical support needs

Parents and Carers

The prime responsibility for a student's health lies with the parent/carer who is responsible for the child's medication and should supply the school with all relevant information.

Parents/carers are responsible for the following:

- Providing the school with sufficient and up-to-date information about their child's medical needs
- Where necessary, developing an Individual Healthcare Plan (IHP) for their child in collaboration with the welfare officer, head of year and any relevant healthcare professionals
- Completing a parental agreement for school to administer medicine form before bringing medication into school
- Providing the school with the medication their child requires and keeping it up to date
- Collecting any leftover medicine at the end of the course or when they have expired. EpiPens have a short expiration date
- Discussing medications with their child/children prior to requesting that a staff member administers the medication
- Where possible, arranging for medication to be taken outside of the school day

If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

The role of students

- Students are to be part of discussions about their medical support needs
- Students will be encouraged to take responsibility for managing their own medicines and procedures
- Where possible and safe to do so, students will be allowed to carry their own medicines and devices in agreement with their parents. If this is not possible, their medicines will be located in the medical room
- Where appropriate, students will be encouraged to take their own medication under the supervision of a relevant member of staff

6. First aid procedures

In-school procedures

In the event of an accident resulting in injury:

- The member of staff present will request immediate medical support through the on-call system to seek the assistance of a qualified first aider who can provide the required first aid treatment
- The first aider, when called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives. It is the decision of the welfare officer or member of SLT on the scene to decide whether an ambulance is required, and they should call the ambulance from the scene as vital information will be required about the accident, and this cannot be done from anywhere except the scene
- The first-aider responding is permitted to carry their mobile phone in case when assessing the injury the emergency services is needed to be called
- The headteacher should be alerted to attend in the event of an accident and make a decision whether the police should be called
- The first aider will also decide whether the injured person should be moved or placed in a recovery position. If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child
- Upon their arrival, the first aider will recommend next steps to the parents. If emergency services are called, the office staff/Head of year will contact parents immediately
- The office manager will print out the student's full details from the school management system to hand to the emergency services
- The first aider will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury to a student. The school manager will complete this for any injury to staff
- If there is a serious accident all staff or students who were witnesses should write a statement. All statements and written evidence should be collected together and handed to School manager for later investigation by H&S Executive, police or for solicitors acting for the LEA (local education authority) or the parents of student/staff concerned. The most senior member of SLT at the scene will allocate staff to move sightseers away, gather witnesses, close off areas and take photographs, if appropriate
- If a student needs to attend hospital, a member of staff will stay with them until a parent arrives
- If an ambulance is called, a member of staff will stay with them until a parent arrives. If the parent cannot be contacted then a member of staff authorised by the headteacher or the pastoral deputy headteacher, will be directed to accompany the student to hospital by ambulance. Staff will not take students to hospital in their own car
- In the event that an ambulance does not arrive in good time and a parent/carer is not

contactable, an authorised member of staff will drive the student to hospital in the school's minibus

- In cases where neither an ambulance, the parent/carer or the school's mini bus is available, then the headteacher will give permission to an appropriate member of staff to escort the student to hospital in a taxi, or alternatively permit the parent to take their child themselves to the nearest A&E department providing they can be moved

7. Off-site procedures for first aid and medical conditions

When taking student off the school premises, the trip leader will ensure they always have the following:

- A qualified first-aider
- A mobile phone, for which the school office and the SLT responsible for off site visits has the number
- A portable first aid kit
- Information about the specific medical needs of students (including IHPs)
- Parents' contact details (for out of hours trips, when the school office is closed)
- Risk assessments will be completed by the trip organiser and approved through the Evolve system, prior to any educational visit that necessitates taking students off school premises

8. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Dressings

No medication is kept in first aid kits. First aid kits are stored in the following locations

- Medical room
- Science office and Science technicians office
- Jewish studies office
- Food Technology office

- Maths office
- English office
- Design and Technology offices (upstairs and downstairs)
- PE office
- Performing arts office
- Kitchen
- 6th form reception

9. Students with care plans

Where necessary a care plan will be developed in collaboration with the student, parents/carers, the medical and welfare Officer and the school nurse. The SENCO, other staff and medical professionals will be involved as required.

Care plans are drawn up for students who meet one or more of the following criteria

- has a medical condition that requires medical support or intervention during the school day, for example the administration of medication
- has a diagnosed mental health condition that requires medical support or intervention during the school day
- is returning to school after a significant operation and needs ongoing support

The care plan will be easily accessible to the relevant staff e.g. the head of year, the form tutor and teachers, whilst preserving confidentiality. Where the care plan contains confidential information that does not need to be shared with the students' teachers, then an edited version of the care plan will be created for wider distribution.

Where a student has an Education Health and Care Plan (EHCP), the IHP will be linked to it or become part of it.

Care plans will be reviewed at least annually or when a child's medical circumstances change. Some students have been identified as requiring more frequent care plan reviews, and this is indicated on the care plan tracker.

When a student is returning from a period of hospital education or alternative provision or home tuition, the school will work with the local authority and education provider to ensure that the care plan identifies the support that the student needs to re-integrate.

10. Storage and administration of medications

King Solomon High School does not administer any medication without the consent of parents/carers via a medicines consent form. The school does not stock paracetamol or ibuprofen. If a student suffers from a medical condition that requires the regular use of paracetamol or nurofen (e.g. menstrual pains or migraines) the parents/carers should provide a pain relief medication to the school along with completing the medicines form ([see appendix 3](#)) – This can be requested in the main office from the medical and welfare officer.

Where possible, it is preferable for prescribed medicines to be administered in frequencies that allow the student to take them outside of school hours.

If this is not possible, prior to staff members administering any medication, the parents/carers of the student must complete and sign a parental agreement for a school to administer medicine.

No child will be given any prescription medicines without a completed and signed Parental Agreement to Administer Medicine form.

Students who are under 16 are not usually seen by GPs without their parents/carers knowledge and therefore the expectation is that parents/carers are aware of any medication their child is taking. Where the school is aware that a student over the age of 16 years old is prescribed medication without their parents/carers knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality. Where this may be considered a safeguarding issue, an appropriate decision will be made on disclosure after consultation with the Designated Safeguarding Lead at the school.

No student under 16 years of age will be given any prescription medication without a doctor's prescription. Where a parent wishes to provide their child with paracetamol or ibuprofen, this must be accompanied by a doctor's note relating to the medical condition.

Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.

Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our [King Solomon High School behaviour policy 2022](#)

Medications are stored in the medical room under the responsibility of the medical and welfare officer.

We ensure also that:

there is more than one member of staff who is permitted to administer medication and meet the medical needs of students as long as medicines consent form is provided

- there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place
- any medications left over at the end of the course will be returned with the student at the end of the academic year by the medical and welfare officer
- written records are kept of any medication administered to students
- students will never be prevented from accessing their medication

The school cannot be held responsible for side effects that occur when medication is taken correctly.

11. Students who cannot attend school due to health needs

Students who cannot attend school due health needs will receive effective and ongoing support at King Solomon High School in line with the statutory guidance

["Ensuring a good education for children who cannot attend school because of health needs"](#)

January 2013 and any other related guidance from the DfE

It is the responsibility of the parent/carer to provide medical evidence to support the reasons why their child's health need prevents them from attending school, so the correct provisions of support can be identified and implemented.

12. Record-keeping and reporting

The school will keep the following medical records

- A log of all first aid incidents and outcomes
- A file of all accident and injury forms. As much detail as possible should be supplied when reporting an accident
- A log of all medications provided to the school by parents
- A log of all IHPs and review dates
- Medical room inventory
- First aid box inventory (various locations)
- Log of each time the defibrillator is used

Medical and first aid records will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979,

and then securely disposed of.

Where the medical issue or injury indicates a possible safeguarding concern e.g. unexplained bruises, marks and burns, the member of staff attending to this student will also log the concern on CPOMS.

13. Training of staff and information sharing

Teachers and support staff receive information on students they teach with medical conditions. Staff with specific responsibilities for medical conditions will receive appropriate training, including from outside agencies.

No staff member, who has not received the appropriate training, may administer prescription medicines or undertake any healthcare procedures; they can only support students in taking their prescription medication.

No staff member may administer drugs by injection unless they have received training in this responsibility.

14. Nut allergy awareness

King Solomon High School is not a nut-free school.

It is the parent/carer responsibility to inform the school office of their child's nut allergy/condition and provide their IHP. We expect that all students with a nut allergy ensure to carry an EpiPen with them at all times and the school will manage the day-to-day application of this policy in the following ways:

- the canteen providers will always be informed/introduced to students who have a nut allergy by the medical and welfare officer
- the medical and welfare officer will ensure there is a secondary EpiPen available to students in the medical room if they ever need

15. Complaints

Any complaints relating to our procedures or management of first aid and medical conditions, should be submitted to the school by email directly to the headteacher.

Appendix 1 - Model letter inviting parents to contribute to care plan development meetings

Dear Parent,

RE: DEVELOPING A CARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting students at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each student needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, students, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom.

Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include xxx.

Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I *[or add name of other staff lead]* would be happy for you to contact *[me / them]* by email *[insert email address]* or to speak by phone if this would be helpful.

Yours sincerely,

[xxxxxxxxxx]

Welfare Officer

Appendix 2 - Example of accident report to be completed in the instance of an accident on school



Accident & Incident Report Form

Important information for the injured party

Inform consent: I hereby allow for this information to be passed onto 3rd parties within the council (e.g. Insurance Officers and Trade Un Representatives.)

Injured Person (to be signed)..... Date.....

- Manager to complete this form in accordance with the "Reporting Injuries & Dangerous Occurrences" Wall Chart PS1318"
- Ask employees involved and witnesses for information
- Tick appropriate boxes.
- Where not applicable write N/A

For safety section use only

Code:

Date:

Receiving Officer

1. Was it an accident or incident (Tick ✓ as appropriate)

2. What type was it?

Accident Non-Physical Abuse Physical Abuse Other

3. Subject of the report (tick any that apply)

Fatality <input type="checkbox"/>	Specified major injury or condition <input type="checkbox"/>	Minor injury <input type="checkbox"/>	Near Miss <input type="checkbox"/>
Dangerous occurrence (see wall chart) <input type="checkbox"/>	Personal Safety Of Staff Incident (If you tick this box please complete Q7) <input type="checkbox"/>	Member of the public, client, resident or pupil taken from scene of accident directly to hospital for treatment <input type="checkbox"/>	Work Related Ill health <input type="checkbox"/>

4. Details of the person involved

Name D.O.B.

--	--	--	--	--	--	--	--

 Male Female

Service Area/Section/School..... Home Tel. No.

Job Title Pay No.

Address.....

Injury/Body Part/Condition (e.g. Cut to upper left leg)

Date of injury/Dangerous Occurrence/Diagnosis of ill health condition.

--	--	--	--	--	--	--	--

 Time..... am/pm

Name of Manager/Supervisor on duty

5. Where did it happen?

Location.....

6. Status of the affected person (Identify one only)

Employee Pupil/Student Resident/ Client Student Teacher/trainee/ Work Experience

Visitor/ Member of Public Contractor/ Self Employed Other (Please state)

7. Did the injured person (tick any that apply)

Go Home Go to Hospital direct from site Resumed Work Received First Aid

1-7 days lost from work Over 7 days lost from work

8. What kind of behaviour was involved (PSS Incidents only)

Physical Assault- Major Injury Physical Assault Minor injury Physical Assault -- No injury Physical Assault- Damage to property

Verbal Abuse Anti social/spiteful Behaviour Threatening Behaviour

Note: If this incident involves harassment by a member of staff please refer to the Dignity at Work policy

9. Type of injury

Indicate what kind of incident led to the injury or condition

Struck by moving vehicle

*Struck by moving, including flying or falling object

Contact with moving machinery or material being machined

*Machine type and make

Struck against something fixed or stationary

Injured whilst handling, lifting or carrying

Slip/Trip or fall on same level

Fall from height*

Distance through which person fell
.....Metres.

Trapped by something collapsing

Drowning or asphyxiation

Exposure to fire or excessive heat

Exposure to or contact with harmful substance*

*Name of substance

Exposure to an explosion

Contact with electricity or electrical discharge

Injured by an animal

10. Account of accident/PSS incident/dangerous occurrence/injury (Continue on a separate sheet if necessary)

Describe what happened to cause the accident/dangerous occurrence and if persons were injured what they were doing at the time. Include weather, surface, lighting and condition information.

.....

.....

.....

.....

.....

.....

.....

Injured Person (to be signed) Date.....

11. Educational establishments only

Incident occurred: In lesson Breaktime Lesson Changeover

Supervision station [.....] Do you consider this to be: Adequate Inadequate

Witness (if any)

Name:

Address:

Witness (if any)

Name:

Address:

12. Following investigation by Manager - state what action has been taken or is planned to prevent a recurrence.

.....

.....

.....

Was there a Risk Assessment in place for this activity? Prior to the accident After the accident

13. Line manager's details (please print)

Name & Job title of Manager

Work address of Manager

Service Area..... Work Tel no.

Signature of Manager Date

Health & Safety Manager.
Community Safety.
London Borough of Redbridge,
Lynton House, 10th floor front
255/259 High Road, Ilford
IG1 1NN

Ensure all sections are completed

Keep a copy of this form for your records, scan and e-mail the original to
ian.wringe@redbridge.gov.uk Or return by post to-

As required under the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013"

Staff Confidential Helpline No. 0800 282193

HS001C

Appendix 3 - Example of medicines consent form



King Solomon
High School

Administration of Medicines (Consent Form)

Child name:

Class:

Date:

In this case the school has (exceptionally) accepted a responsibility to administer the drugs on the parent's or guardians' behalf and undertakes to take all reasonable precaution to do so safely, or consent of the persons named below:

I understand that school staff is administering a medicine on my behalf. I have given clear instructions to the school in writing and fully accept all responsibility for the safety of these medicines for my child.

I understand that if the drugs cause any problems for my child the school cannot be held responsible.

Parent's or Guardian's signature

.....

Date

Name of Medication to be given
(Please print)

Dosage:.....

Signed: Date:

Honorary Life President : Lord Alan Sugar

Forest Road, Barkingside, Iford, Essex, IG6 3HB Tel: 020 8498 1300 Fax: 020 8498 1333 Email: info@kshsonline.uk www.kshsonline.uk

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