



During the application process parents will be asked if their child has an allergy, illness or food intolerance that affects them throughout the school day.

If this is the case, a medical form has to be completed which goes onto the school drive so all teachers have access to this information.

The medical form requires:

- A recent photograph of the child
- A short description of the child's allergy / illness
- States what has to happen if an incident occurs
- Provides an emergency number for parents or another carer if parents cannot be contacted
  
- If the child needs to take medication the following form needs to be completed by the parents. [USE OF MEDICINES IN SCHOOL](#)
  
- We can only accept medicine that is:
  - Prescribed for your child
  - Not out-of-date
  - In the correct packaging
  
- The consent to give medicine form is kept .....
  
- It must be clearly stated on the medical form where the child's medicine is kept in:
  - The classroom
  - In another area, for example a refrigerator .
  
- The medical form must be signed by the parents as up-to-date and correct
- Every year the medical forms on the drive need to be reviewed and if necessary updated

Responsibilities:

- **Veronique / Katia** - to complete a medical form with the parents on application when necessary
- **Parents** -
  - to inform school of any changes in medication or condition

- To give school permission to share information with any other persons who work with their child e.g.lunch supervision personnel, swimming instructors, specialist teachers etc.
- **Classroom teachers** -
  - To keep medicine in a safe place
  - To ensure where medicine is stored is stated clearly on the child's medical form
  - To inform other members of staff who work with a child what his/her allergies or condition is. This includes:
    - Lunch supervisors
    - EAL teachers
    - Gym teachers
    - LS teachers
  - To ensure child (when necessary) has his/her medicine with him/her on:
    - School trips
    - Is in another teacher's classroom