



Supporting Students with Medical Conditions Policy

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| Review date: | June 2017 |
| Next review date: | June 2018 |
| Staff resp. for review: | VHA |

This policy should be read in conjunction with the following documents: Health and Safety Policy, Educational Visits (Trips) Policy, SEND Policy, Safeguarding Policy.

Definitions of medical conditions

Students' medical needs may be broadly summarised as being of two types.

Short-term affecting their participation at college because they are on a course of medication.

Long-term potentially limiting access to education and requiring on-going support, medicines or care while at college to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances. It is important that parents feel confident that the college will provide effective support for their child's medical condition and that students' feel safe.

Some children with medical conditions may be considered disabled. Where this is the case we comply with our duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement or Education, Health and Care Plan (EHCP). Where this is the case this policy should be read in conjunction with the 0-25 SEND Code of Practice and the college's SEND policy and the individual healthcare plan will become part of the EHCP.

The statutory duty of the governing body

The governing body remains legally responsible and accountable for fulfilling their statutory duty for supporting students at college with medical conditions. The governing body of Norbury Manor fulfil this by

- Encouraging parents to fully inform us of all relevant medical issues regarding their child's health
- Ensuring that arrangements are in place to support students with medical conditions; in doing so we will ensure that such children can access and enjoy the same opportunities at college as any other child
- Taking into account that many medical conditions that require support at college will affect quality of life and may be life-threatening; some will be more obvious than others and therefore the focus is on the needs of each individual child and how their medical condition impacts on their college life
- Ensuring that the arrangements give parents and students confidence in the college's ability to provide effective support for medical conditions, should show an understanding of how medical conditions impact on a child's ability to learn as well as increase their confidence and promote

self-care; we will ensure that staff are properly trained to provide the support that students need

- Ensuring that no child with a medical condition is denied admission, or prevented from taking up a place in college because arrangements for their medical condition have not been made; however, in line with safeguarding duties, we will ensure that students' health is not put at unnecessary risk from, for example, infectious diseases, and reserve the right to refuse admittance to a child at times where it would be detrimental to the health of that child or others to do so
- Ensuring that the arrangements put in place are sufficient to meet our statutory duties and ensure that policies, plans, procedures and systems are properly and effectively implemented
- Developing a policy for supporting students with medical conditions that is reviewed regularly and accessible to parents and college staff (this policy)
- Ensuring that the policy includes details on how the policy will be implemented effectively, including a named person who has overall responsibility for policy implementation
- Ensuring that the policy sets out the procedures to be followed whenever the college is notified that a student has a medical condition
- Ensuring that the policy covers the role of Individual Healthcare Plans in supporting students at college with medical conditions
- Ensuring that the college policy clearly identifies the roles and responsibilities of all those involved in arrangements for supporting students at college with medical conditions and how they will be supported, how their training needs will be assessed and how and by whom training will be commissioned and provided
- Ensuring that the college policy covers arrangements for children who are competent to manage their own health needs and medicines
- Ensuring that the policy is clear about the procedures to be followed for managing medicines including the completion of written records
- Ensuring that the policy sets out what should happen in an emergency situation
- Ensuring that the arrangements are clear and unambiguous about the need to support actively students with medical conditions to participate in college trips and visits, or in sporting activities, and not prevent them from doing so
- Ensuring that the appropriate level of insurance is in place and appropriate to the level of risk

- Ensuring that the policy sets out how complaints may be made and will be handled concerning the support to students with medical conditions

Policy implementation

The statutory duty for making arrangements for supporting students at college with medical conditions rests with the governing body. The governing body have conferred the following functions of the implementation of this policy to the staff below; however, the governing body remains legally responsible and accountable for fulfilling our statutory duty.

The overall responsibility for the implementation of this policy is given to Mrs A Compton, Headteacher. She will also be responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in cases of staff absences or staff turnover to ensure that someone is always available and on-site with an appropriate level of training.

Miss V Hardwick, AHT will be responsible for preparing risk assessments for college visits and other college activities outside of the normal timetable.

Head of years will be responsible in conjunction with parents/carers, for drawing up, implementing and keeping under review the Individual Healthcare Plan for each student and making sure relevant staff are aware of these plans.

All members of staff are expected to show a commitment and awareness of children's medical conditions and the expectations of this policy.

Procedure to be followed when notification is received that a student has a medical condition

This covers notification prior to admission, procedures to cover transitional arrangements between colleges or alternative providers, and the process to be followed upon reintegration after a period of absence or when students' needs change. For children being admitted to Norbury Manor for the first time with good notification given, the arrangements will be in place for the start of the relevant college term. In other cases, such as a new diagnosis or a child moving to Norbury Manor mid-term, we will make every effort to ensure that arrangements are put in place within two weeks.

In making the arrangements, we will take into account that many of the medical conditions that require support at college will affect quality of life and may be life-threatening. We also acknowledge that some may be more obvious than others. We will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their college life. We aim to ensure that parents/carers and students can have confidence in our ability to provide effective support for medical conditions in college, so the arrangements will show an

understanding of how medical conditions impact on the child's ability to learn, as well as increase their confidence and promote self-care.

We will ensure that staff are properly trained and supervised to support students' medical conditions and will be clear and unambiguous about the need to support actively students with medical conditions to participate in college trips and visits, or in sporting activities, and not prevent them in doing so. We will make arrangements for the inclusion of students in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible. We will make sure that no child with a medical condition is denied admission or prevented from attending the college because arrangements for supporting their medical condition have not been made. However, in line with our safeguarding duties, we will ensure that all students' health is not put at unnecessary risk from, for example infectious disease. We will therefore not accept a child in college at times where it would be detrimental to the health of that child or others.

Norbury Manor does not have to wait for a formal diagnosis before providing support to students. In cases where a student's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on available evidence. This would normally involve some form of medical evidence and consultation with parents/carers. These discussions will be led by head of years, and following these discussions an Individual Healthcare Plan will be written in conjunction with the parent/carers, and be put in place.

Individual Healthcare Plans

Individual Healthcare Plans will help to ensure that Norbury Manor effectively supports students with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all children will require one. The college, healthcare professional and parent/carer should agree, based on evidence, when an Individual Healthcare Plan would be inappropriate or disproportionate. If consensus cannot be reached the Headteacher is best placed to take a final view.

Individual Healthcare Plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the child effectively. The level of detail within the plan will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEN but does not have a statement of EHC plan, their special educational needs should be mentioned in their individual healthcare plan.

Individual Healthcare Plans (and their review) should be drawn up in partnership between the college, parents/carers and a relevant healthcare professional e.g. college nurse, who can best advise on the particular needs of the child. Students

should also be involved whenever appropriate. The aim should be to capture the steps which Norbury Manor should take to help manage their condition and overcome any potential barriers to getting the most from their education. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the college.

Norbury Manor will ensure that Individual Healthcare Plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed and reviewed with the child's best interests in mind and ensure that Norbury Manor assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption. Where a child is returning to college following a period of hospital education or alternative provision, we will work with the local authority and education provider to ensure that the Individual Healthcare Plan identifies the support the child will need to reintegrate effectively.

The Individual Healthcare Plan should include the following information

- The medical condition, its triggers, signs, symptoms and treatments
- The student'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 student'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 (some children will be able to take responsibility for their own health needs) including in emergencies; if a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring; with the exception of inhalers and EpiPens and other medication that needs to be administered immediately, all other medicines should be stored in the medical room
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable
- Who in the college needs to be aware of the child's condition and the support required
- Arrangements for written permission from parents/carer and the Headteacher for medication to be administered by a member of staff, or self-administered by the student during college hours

- Separate arrangements or procedures required for college trips or other college activities outside of the normal college timetable that will ensure the child can participate, e.g. risk assessment
- Where confidentiality issues are raised by the parent/child, the designated individual to be entrusted with information about the child's condition
- What to do in an emergency, including whom to contact, and contingency arrangements; some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan

Roles and responsibilities

When a medical need is identified by a parent the following should happen. The head of year should inform the **College Administrator** who will then:

- Arrange for parents to complete Individual Healthcare Plan and Parental Agreement Form For Administration of Medicine (these forms are available on the school website at: <http://www.nmbec.org.uk/page/?title=Useful+Forms&pid=44> or they will be sent by post)
- Once completed this paperwork will be used by head of years to create the Individual Healthcare Plan which will be shared with relevant colleagues (SENCO, class teachers etc) and SIMs updated (including adding linked documents) and the student medical list updated
- Ensure that an annual review takes place

The **head of year** should:

If necessary issue a pink card and liaise with other staff so they are aware of the student's needs. Inform staff leading trips if appropriate.

Other **healthcare professionals, including GPs and paediatricians** should notify the Community Nursing Team when a child has been identified as having a medical condition that will require support at college. Specialist local health teams may be able to provide support, and training to staff, for children with particular conditions (e.g. asthma, diabetes, epilepsy)

Students with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their Individual Healthcare Plan. Other students will often be sensitive to the needs of those with medical conditions, and can, for

example, alert staff to the deteriorating condition or emergency need of students with medical conditions.

Parents/carers should provide the college with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the college that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's Individual Healthcare Plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Local authorities are commissioners of school nurses for maintained schools and academies. Under Section 10 of the Children Act 2004, they have a duty to promote co-operation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving the well-being of children with regard to their physical and mental health, and their education, training and recreation.

Providers of health services should co-operate with schools that are supporting children with medical conditions. They can provide valuable support, information, advice and guidance to schools, and their staff, to support children with medical conditions at school.

The **Ofsted** inspection framework places a clear emphasis on meeting the needs of disabled children and students with SEND, and considering the quality of teaching and the progress made by these students. Inspectors are already briefed to consider the needs of students with chronic or long-term medical conditions alongside these groups and to report on how well their needs are being met. Schools are expected to have a policy dealing with medical needs and to be able to demonstrate that it is being implemented effectively.

Staff training and support

All staff who are required to provide support to students for medical conditions will be trained by healthcare professional qualified to do so. The training need will be identified by the healthcare professional during the development or review of the Individual Healthcare Plan. We may choose to arrange training ourselves and will ensure that it remains up-to-date.

Training should be sufficient to ensure that staff are competent and have confidence in their ability to support students with medical conditions, and to fulfil the requirements set out in the Individual Healthcare Plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans). A first aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the school nurse, can

provide confirmation of proficiency of staff in a medical procedure, or in providing medication.

The school nurses' service will provide centralised training sessions four times a year that staff can attend. Where possible all staff will receive awareness training for asthma and the use of epipens. Mrs A Compton, Headteacher, will seek advice from relevant healthcare professions about training needs, including preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

The family of a child will often be key in providing relevant information to college staff about how their child's needs can be met, and parents will be asked for their views. They should provide specific advice, but should not be the sole trainer.

The child's role in managing their own medical needs

If, after discussion with the parent/carer, it is agreed that the child is competent to manage his/her own medication and procedures, s/he will be encouraged to do so. This will be reflected in the Individual Healthcare Plan.

Wherever possible children will be allowed to carry their own medicines and relevant devices (e.g. inhalers and epipens) or should be able to access their medication for self-medication quickly and easily; these will be stored in a cupboard in the medical room to ensure that the safeguarding of other children is not compromised. Norbury Manor does also recognise that children who take their medicines themselves and/or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the Individual Healthcare Plan. Parents will be informed so that alternative options can be considered.

Managing medicines on college premises and record keeping

At Norbury Manor the following procedures are to be followed

- Medicines should only be administered at college when it would be detrimental to a child's health or college attendance not to do so
- No child under 16 should be given prescription or non-prescription medicines without their parents written consent - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents
- We will only administer non-prescription medicines if parents have completed the short term medication agreement form

- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside college hours
- Norbury Manor will only accept prescribed medicines, with written permission from parent/carer that are in-date, labelled, provided in the original container as dispense a pharmacist and include instructions for administration, dosage and storage; the exception to this is insulin which must be in-date, but will generally be available to schools inside an insulin pen or a pump, rather than its original container
- All medicines will be stored safely in the medical room. Children should know where their medicines are at all times and be able to access them immediately; where relevant, they should know who holds the key to the storage facility, Mrs S Cobb
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available in the medical room and not locked away; asthma inhalers should be marked with the child's name
- During college trips the group leader will carry all medical devices and medicines required
- A child who had been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence; monitoring arrangements may be necessary. Otherwise we will keep all controlled drugs that have been prescribed for a student securely stored in a non-portable container and only named staff will have access; controlled drugs should be easily accessible in an emergency; a record should be kept of any doses used and the amount of the controlled drug held in the college
- Staff administering medicines should do so in accordance with the prescriber's instructions; Norbury Manor will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom; any side effects of the medication to be administered at college should be noted; written records are kept of all medicines administered to children; these records offer protection to staff and children and provide evidence that agreed procedures have been followed
- When no longer required, medicines should be returned to the parent/carer to arrange safe disposal; sharps boxes should always be used for the disposal of needles and other sharps

Emergency procedures

Mrs Compton, Headteacher will ensure that arrangements are in place for dealing with emergencies for all college activities wherever they take place, including college trips within and outside the UK, as part of the general risk management process.

Where a child has an Individual Healthcare Plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in the college should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

Day trips, residential visits, and sporting activities

We will actively support students with medical condition to participate in day trips, residential visits and sporting activities by being flexible and making reasonable adjustments unless there is evidence from a clinician such as a GP that this is not possible.

We will always conduct a risk assessment so that planning arrangements take account of any steps needed to ensure that students with medical conditions can be included safely. This will involve consultation with parents\carers and relevant healthcare professions and will be informed by Health and Safety Executive (HSE) guidance on college trips.

Other issues for consideration

Defibrillators are located in the staffroom in the main building and 6th form block. They can be used on both adults and children.

Unacceptable practice

Although staff at Norbury Manor should use their discretion and judge each case on its merit with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assume that every child with the same condition requires the same treatment
- Ignore the views of the child or their parents\carers; or ignore medical evidence or opinion (although this may be challenged)

- Send children with medical conditions home frequently or prevent them from staying for normal college activities, including lunch, unless this is specified in their individual healthcare plans
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone suitable
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent students from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively
- Require parents\carers, or otherwise make them feel obliged, to attend college to administer medication or provide medical support to their child, including with toileting issues; no parent should have to give up working because the college is failing to support their child's medical needs
- Prevent children from participating, or creating unnecessary barriers to children participating in any aspect of college life, including college trips, e.g. by requiring parents to accompany the child

Liability and indemnity

The Education Funding Agency covers our insurance; it is called a risk protection arrangement.

Complaints

Should parents\carers be unhappy with any aspect of their child's care at Norbury Manor, they must discuss their concerns with the college. This will be with the child's form tutor in the first instance, with whom any issues should be addressed. If this does not resolve the problem or allay the concern, the problem should be brought to the head of year or member of SLT, who will, where necessary, bring concerns to the attention of the Headteacher.

Appendix 1: Head of year letter

Date

Dear

I understand that your child:

has been diagnosed with:

In order to create a confidential **Individual Healthcare Plan**, for emergency and general care, I am enclosing the **Healthcare Plan Form** which needs to be completed and returned as soon as possible.

It is also available to download on the school website at <http://www.nmbec.org.uk/page/?title=Useful+Forms&pid=44>. This will need to be updated every year.

If your child is required to take medicine during the school day on a regular or emergency basis then please also complete the **Parental agreement for school to administer medicine** for each medication to be administered.

Please return all of these forms to cobb@nmbec.org.uk as soon as possible.

Yours sincerely

Mrs Cobb

College Administrator

Appendix 2: Healthcare Plan Form for Norbury Manor

Child's name _____ Form group _____

Date of birth _____

Child's address _____

Medical diagnosis or condition _____

Family Contact Information (in order of preference)

Name _____ Relationship to child _____

Phone number (work) _____

Phone number (home) _____

Phone number (mobile) _____

Name _____ Relationship to child _____

Phone number (work) _____

Phone number (home) _____

Phone number (mobile) _____

Clinic/Hospital Contact

Name _____

Phone number _____

G.P.

Name _____

Phone number _____

Describe medical needs and give details of child's symptoms, triggers, signs etc

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

Arrangements for college visits/trips:

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

Follow up care: if we have to administer medication in the event of an emergency do we then have to phone the hospital/ambulance/home?

List any medications the child is taking

Parent/Carer Signature _____ Date _____

If the child needs to take medication at school please complete a *Parental agreement for school to administer medicine*, one per medication.

For Norbury Manor use only; tick as applicable

Form sent to head of yr

Student has EHCP

Extra support needed for trips

Passport updated

SIMS updated

Appendix 3: Parental agreement for college to administer medicine

Please complete one form per medicine

Norbury Manor Business and Enterprise College for Girls will **not give** your child medicine unless you complete and sign this form.

Child's name _____

Form group _____

Date of birth _____

Medical condition or illness _____

Medicine

Note: medicines must be in the original container as dispensed by the pharmacy

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

Date dispensed _____

Expiry date _____

Dosage and method _____

Timing _____

Self-administration? Yes/No

Special precautions/other instructions _____

Are there any side effects that the college should know about? _____

Procedures in an emergency? _____

G.P. Details

Name of G.P.

Name of
surgery

Address

Telephone
number

Declaration:

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Norbury Manor staff administering medicine in accordance with the Healthcare Plan.

I will make note of the expiry date of the medication and replace it when it reaches expiry.

I will inform Norbury Manor in writing if there is any change in dosage or frequency of the medication or if the medicine is stopped.

In emergency situations I give permission for emergency medication to be given.

Parent/Carer's signature

Print name

Date

Please return to Mrs Cobb at Norbury Manor Business and Enterprise College.

For Norbury Manor use only tick what applies

Form sent to HOY

Student has EHCP

Extra support needed
for trips

Passport updated

Appendix 4

Parental agreement for college to administer **short-term medication**

Please complete one form per medicine

Norbury Manor Business and Enterprise College for Girls will **not give** your child medicine unless you complete and sign this form.

Child's name _____ Form
group _____

Reason for medication e.g. headaches

Medicine

Note: Medicines must be in the original packaging or container as dispensed by the pharmacy

Name/type of Medicine (as described on the packaging/container)

Date dispensed _____ Expiry
date _____

Dosage and
Method _____

Time to be taken

Self-administration Yes/No

Special precautions/other
instructions _____

Are there any side effects that the college should know about?

Declaration:

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Norbury Manor staff administering medicine in accordance with the Healthcare Plan.

Parent/Carer's signature

Print name

Contact number

Date

Please return to Mrs Cobb at Norbury Manor Business and Enterprise College.



CONFIDENTIAL

Individual Healthcare Plan

| | |
|-----------------|--------------|
| Student's name: | Form: |
| Date of issue: | Review date: |
| Shared with: | |

| |
|----------------------------------|
| Medical condition: |
| Medication requirements: |
| Access to the curriculum: |

What constitutes an emergency and then what to do:

Extra support required on a trip:

Tick when completed

**SIMS Linked
document**

**EHCP
updated**

**Passport
updated**

Teachers informed

Record of medicine administered to:

| | |
|----------------------------------|--|
| Name of child | |
| Date medicine provided by parent | |
| 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 | | | |

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| Date | | | |
| Time given | | | |
| Dose given | | | |
| Name of member of staff | | | |
| Staff initials | | | |

Date
Time given
Dose given
Name of member of staff
Staff initials

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Date
Time given
Dose given
Name of member of staff
Staff initials

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Date
Time given
Dose given
Name of member of staff
Staff initials

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Date
Time given
Dose given
Name of member of staff
Staff initials

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Record of medicine administered to all children

| Date given | Form Any reactions | Child's name Signature | Time Print name | Name of medicine | Dose |
|------------|-----------------------|---------------------------|--------------------|---------------------|------|
|------------|-----------------------|---------------------------|--------------------|---------------------|------|

Staff training record – administration of medicines and/or medical procedures

Name

Type of training received

Date of training completed

Training provided by

Profession and title

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| |

I confirm that _____ has received the training detailed above.