

## Kings Sickness and Medicines Policy

All Kings' policies will be ratified by the Board of Directors and signed by the Chairperson. Each policy will be co-signed by the principal of each school. Review dates will be similar for each school.

<b>Coordinator</b>	<b>Nominated Director</b>	<b>Chair of Board of Directors</b>
<b>WELFARE OFFICER</b>	<b>DIRECTOR OF COLLEGE SERVICES</b>	<b>NIGEL PAMPLIN</b>

We believe this policy relates to the following legislation:

- [Medicines Act 1968](#)
- [Misuse of Drugs Act 1971](#)
- [Health and Safety at Work, etc Act 1974](#)
- [Children Act 1989](#)
- [Workplace \(Health, Safety and Welfare\) Regulations 1992](#)
- [The Education \(Independent School Standards\) \(England\) Regulations 2014](#)
- [Education Act 1996](#)
- [Schools Standards and Framework Act 1998](#)
- [Education \(School Premises\) Regulations 1999](#)
- [Management of Health and Safety at Work Regulations 1999](#)
- [Special Educational Needs and Disability Act 2001](#)
- [Education Act 2002](#)
- [Health and Safety \(Miscellaneous Amendments\) Regulations 2002](#)
- [Children Act 2004](#)
- [Equality Act 2010](#)
- [School Premises \(England\) Regulations 2012](#)

The following documentation is also related to this policy:

- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#)
- [Supporting students with medical needs, statutory guidelines Dept for Ed Sept 2014](#)
- [Guidance on infection control in schools and other childcare settings - Public Health England](#)
- [Supporting pupils with medical conditions: links to other useful resources](#)

We have a duty to ensure the health and wellbeing of all students in order for them to be successful learners in an environment that is clean, healthy and safe for everyone. Therefore, it is our responsibility to deal with all students who become sick at school in a kind and caring manner.

We believe that if a student is displaying signs of illness then a host parent, where applicable, has a duty not to send the student to school. Likewise school personnel have a duty to assess the condition of any student who is thought to be unwell and for a member of the school staff to contact the host parents, if and when appropriate, or to make arrangements for the student to be taken home.

We are aware that all students are subject to minor illness and these should not prevent them from attending school. We do not, however, ask host parents not to send their students to school if they are showing signs of vomiting, diarrhoea, any type of rash, conjunctivitis, flu, chicken-pox, mumps, measles or high temperature.

We believe it is only correct for a student suffering from an infectious or contagious disease to be excluded from school until they are fully recovered. We have a duty of care for all students and school personnel and, therefore, we request parents or host parents to consult with their doctor before the student concerned returns to school and if necessary, we will seek advice from the Local Health Authority.

We recognise the importance of working closely with parents, host families and school personnel and we believe we have good lines of communication in place. But in order to ensure the health and

wellbeing of all students, everyone must be aware of their role and responsibilities when a student is displaying signs of illness.

All students at Kings are international and living away from home and those aged 16 plus are expected to have permission from their parents to carry and take their own medication. Parents of those students not deemed sufficiently mature, responsible or able enough to do this will need to seek permission from the Principal for staff and/or host family involvement.

Parents give permission for; first aid to be administered, appropriate non prescription medication to be given and urgent medical attention as necessary. They have a responsibility to inform the college of any ongoing medical condition, including its treatment and medication any plus disability or special educational needs.

For EFL students this permission is given via acceptance of Kings terms and conditions at booking stage, prior to payment of the course. For academic students this permission is given by signing the terms and conditions that form part of acceptance of the offer of a place at Kings.

We acknowledge that under the standard terms and conditions for the employment of teachers there is no legal duty for them to administer or to supervise a child taking medication.

Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. Appropriate training will be provided to be familiar with all administration of medication procedures required for any member of the school personnel who has volunteered and accepted this role.

### **Aims**

- To outline the procedures for administering prescribed medicines to students.
- To clarify the responsibility of each member of staff involved in the implementation of this policy.
- To outline procedures and nominated persons for administration of medicines to students in school.
- To have in place procedures to deal with all students who become ill at school.
- To safeguard all students' health and welfare at all times when dealing with sickness.

### **Responsibility for the Policy and Procedure**

#### **Role of the Board of Directors**

The Board of Directors has:

- responsibility for ensuring the appointment of a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Principal to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated the Director of College Services to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated the Director of College Services to visit the school regularly, to liaise with the Principal and the coordinator and to report back to the Board of Directors;
- responsibility for the effective implementation, monitoring and evaluation of this policy

#### **Role of the Principal**

The Principal will:

- ensure all school personnel, students and parents are aware of and comply with this policy;
- ensure the administration of prescribed medicines by putting into practice effective strategies and examples of good practice;



- agree the nomination of at least two Medical Coordinators (typically the Welfare Officer and First Aid Coordinator) in the school;
- ensure that medical facilities, such as a 'Sick Bed' and procedures are in place and effectively implemented to deal with students taken ill at school;
- ensure the responsible and recorded administration of certain medicines;
- authorise training for those school personnel (Medical Coordinators) and host carers who have volunteered to administer medicines;
- ensure that staff understand that students' records and emergency contact numbers are kept up-to-date;
- work closely with the Director of College Services and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Board of Directors on the success and development of this policy

### **Role of the Director of College Services**

This person will:

- work closely with the Principal and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- attend training related to this policy, where necessary;
- report to the Board of Directors every term;
- annually report to the Board of Directors on the success and development of this policy

### **Role of the Welfare Officer**

The Welfare Officer, when dealing with **medicines and medical information**, will:

- work closely with Group Tutors and Residence Wardens who will also help gather medical information and assist students in the completion of medical forms;
- ensure all medical forms which indicate medical needs are followed up by a meeting with the student and an Individual Healthcare Plan is completed, where appropriate. For under 18s this is to be within the first two weeks of their course at Kings (Group Tutors and Residence wardens can assist with collecting information but IHCP are the responsibility of the Welfare Manager);
- share medical information and IHCPs with appropriate colleagues and host carers on a need to know basis, respecting student confidentiality;
- ensure that those designated to administer medicines (designated staff, residence wardens, host carers) receive appropriate training on how to do so from a medical professional;
- ensure the completion of all medical forms, as detailed below and in appendix to this policy;
- ensure medical information and all medical forms are stored/input on the iSAMS database;
- ensure medicines are labelled in English;
- ensure the following information is supplied by the parent/carer:
  - Name and date of birth of the child
  - Name and contact details of the parent/carer
  - Name and contact details of GP
  - Name of medicines
  - Details of prescribed dosage
  - Date and time of last dosage given
  - Consent given by parent/carer for staff to administer medication
  - Expiry date of medication
  - Storage details
- ensure all medications are kept in a secure place and accessible only to the designated persons;
- ensure all medications are kept cool in a small secure fridge, where necessary;
- ensure a designated person will attend all educational visits and/or activities in order to administer medications;



- ensure students have immediate access to asthma inhalers during sporting activities in the school day and during extra-curricular clubs;

The Welfare Officer, when dealing with **sickness**, will:

- be aware of who the nominated school First Aiders are, and those staff nominated to administer medicines;
- assess the condition of any student thought to be unwell in a kind and caring manner;
- escort the student to the Medical Room or quiet area where a sick bed and facilities are available;
- contact the host carer if appropriate;
- ensure the comfort of an ill student by staying with them if necessary, while awaiting the host parents or other transport to arrive;
- ensure the comfort of an ill student by checking on him or her regularly in the Medical Room, should the student feel they might recover and resume classes;
- arrange an appointment with a GP if necessary, or if the student may be suffering from one of the communicable diseases (please see government guidance: [Guidance on infection control in schools and other childcare settings](#), for a list of the communicable diseases);
- escort the student to the GP, if necessary;
- seek immediate medical advice if a student is in danger;
- call for an ambulance if necessary;
- escort a student to hospital if necessary;
- assess whether students are mature and responsible enough to be deemed Gillick competent, in respect of giving or withholding consent for their own medical treatment (see below section on Gillick competence);
- immediately contact the student's parents or their representatives, if the illness is deemed serious enough;
- ensure records are kept of all students taken ill and sent home while at school, and notify the Attendance Checker, so teachers and other school personnel can be advised;

The Welfare Officer, in respect of the whole policy, will:

- lead the development of this policy throughout the school;
- work closely with the Principal, designated persons and the Director of College Services;
- ensure that any sickness or medical information is passed to activities and educational visits personnel ahead of any trips or activities take place;
- provide training for all staff on induction and when the need arises;
- provide guidance and support to all staff;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Board of Directors on the success and development of this policy

### **Role of the Designated Person/s (for administering medicines)**

Members of the school personnel or host carers who have volunteered to administer or supervise the taking of medication will:

- meet with the Welfare Officer to discuss planning and preparation for administering medication and Individual Healthcare Plans in place;
- undertake appropriate training;
- be up to date with the Individual Health Care Plans for those students with specific medical needs or emergency medication such as asthma inhalers or epipens;
- be aware of Individual Health Care Plans and of symptoms which may require emergency action;
- read and check the Medical Consent Forms before administering or supervising the taking of medicines;
- check that the medication belongs to the named student;
- check that the medication is within the expiry date;
- inform the parent if the medication has reached its expiry date, via the Welfare Officer;
- confirm the dosage/frequency on each occasion and consult the medicine record form to prevent double dosage;



- record on the medication record all relevant details of when medication was given;
- return medications to the secure cabinet for storage;
- always take appropriate hygiene precautions;
- record when a child refuses to take medication;
- immediately inform the parent/carer of this refusal, via the Welfare Officer

### Role of the Residence Warden/ Host Carer

The Residence Warden or Host Carer, when dealing with **medicines and medical information**, will:

- work closely with the Welfare Officer;
- assist in the collection and sharing of medical information, respecting student confidentiality;
- receive training on the administering of medicines, if designated to do so;
- ensure all medications are kept in a secure place and accessible only to the designated persons;
- ensure all medications are kept cool in a small secure fridge, where necessary;

The Residence Warden or Host Carer, when dealing with **sickness**, will:

- assess the condition of any student thought to be unwell in a kind and caring manner;
- not send their students to school if they are showing signs of vomiting, diarrhoea, any type of rash, conjunctivitis, flu, chicken-pox, mumps, measles or high temperature;
- contact the school to inform them of any sickness and when a student is absent from school due to sickness;
- be prepared to make arrangements for a sick student being sent home from school, i.e. a vetted adult is available at the home or residence to supervise/monitor the student;
- ensure the comfort of an ill student by staying with them if necessary or checking on them regularly;
- arrange an appointment with a GP if necessary, or if the student may be suffering from a communicable diseases;
- ensure student with communicable diseases are not sent to school (please see government guidance: [Guidance on infection control in schools and other childcare settings](#), for a list of communicable diseases) and informing the school immediately if a communicable disease is identified;
- escort the student to the GP, if necessary;
- seek immediate medical advice if a student is in danger;
- call for an ambulance if necessary;
- escort a student to hospital if necessary;
- contact the school if a student's conditions worsens or in a medical emergency, so the school may contact parents if necessary

**Please note:** Host and Warden involvement is mainly required in cases where a student is under 18 or has already been identified as requiring additional care. It is expected that students over 18 will liaise with the school directly and be responsible enough to look after their own needs. However, in extreme cases the above may be required for students over 18.

### Medical Forms

A set of medical forms can be found as appendices to this policy, it is the responsibility of the Welfare Officer to ensure these forms are completed and stored accurately. The purpose of these forms is as follows:

Form	Explanation
Kings Medical Questionnaire	Sent to all Academic students pre-arrival, completed by parents and returned to school. Passed to Welfare Officer and information stored in iSAMS and passed to other staff as appropriate.
Kings Health and Wellbeing Questionnaire	Issued to all EFL students for completion on first day. Passed to Welfare Officer and information stored in iSAMS and passed to other staff as



	appropriate.
Parental Agreement for College to Administer Medicines	Required for all students under 18 who require the college to administer prescription medication. Students under 16 – required for all Students 16/17 – required where parents specifically request assistance with taking of medication
Individual Healthcare Plan	Completed for student of any age, where a medical issue has been identified. Details stored in iSAMS and passed to other staff as appropriate.
Medicine Self Admin Form	Completed by Welfare Officer/Residential Warden and student to ensure that students who are self-administering medication understand how to do so safely.
Staff Training Record – administration of medicines	Completed to record training undertaken by designated persons in order to safely administer medication. Training should be sought from a medical professional.
Record of medicines administered to all students	Kept with over the counter medicines, by the staff member authorised to hand these out, and completed for any students for whom medication is given.
Record of medicines administered to an individual student	Completed by the designated person/s when any prescription medication is administered. A copy of this form may need to travel with the medication, where it is required at homestay or residence as well as school.

## Medical Room

Provision for a medical room is made, in order to cater for the medical needs of students, including:

- medical examination and treatment of students;
- short term care of sick and injured students, which includes a washing facility and is near to a toilet facility;

The medical room will be equipped with/offer:

- a bed or comfortable place to lay down
  - coverings for the bed which are hygienic, clean and safe i.e:
    - a pillow with disposable pillow cases, or a store of clean pillow cases to allow for a fresh one to be used for each individual user
    - a first aid blanket – ordinarily a holey blanket to prevent smothering/suffocation
    - a bottom sheet which can be disposed of or supply to allow for cleaning after each use
- a means of signalling when the room is in use – to prevent intrusion
- room for at least 2 members of staff or emergency service personnel to be present
- adequate provision for privacy and low noise levels
- a log of usage of the medical room – appendix B

Please note – care should be taken by staff when attending to students in the medical room. Safeguarding and Child Protection policies should be adhered to and due care should be taken to prevent staff from being exposed to possible allegation of abuse.

## Role of the Registrar

The medical form is issued to academic students as part of their offer of a place. It is the registrar's responsibility to collect completed medical forms prior to arrival for all academic students, in particular for those under 18.

Once collected the registrar forwards the medical forms to the Welfare Manager and to the students appointed UK Guardian.

## Role of Academic/EFL Administrators and/or First Day Contacts



Academic/EFL Administrators and/or First Day Contacts will:

- comply with all aspects of this policy;
- pass Medical/Health and Wellbeing Questionnaires to the Welfare Officer and Activities staff promptly, flagging up any serious concerns within the first week of a student starting at the school;
- pass any messages regarding student sickness, sickness absence, medication to the Welfare Officer promptly;

### **Role of Activities and Educational Visits Staff**

Activities and Educational Visits Staff will:

- comply with all aspects of this policy;
- ensure a list of any medical information is requested from the Welfare Officer prior to taking a trip or activity;
- liaise with the Welfare Manager regarding any medical conditions, Individual Healthcare Plans and specific requirements of students;
- ensure that, where necessary, medicines can be administered by a designated member of staff on all trips and activities;
- be responsible for caring for students who are taken ill during a trip or activity, which may include taking a student to hospital for emergency care, or arranging for them to return home ahead of time;
- ensure staffing ratios are adequate enough, according to ages of the students, to allow for at least one staff member to care for a sick student if necessary;
- feed back to the Welfare Officer regarding any medical or sickness issues arising on a trip or activity

### **Role of School Personnel**

School personnel will:

- comply with all aspects of this policy;
- be aware that they should not dispense medicines to students;
- refer students requiring basic medicines to the Welfare Officer;
- assess the condition of any student thought to be unwell in a kind and caring manner;
- notify the Welfare Officer of any student taken ill;
- escort the student to the Welfare Officer, or Medical Room, as appropriate,
- ensure the comfort of an ill student by staying with them, if needed, while awaiting for the Welfare Officer or another member of staff;
- be aware of who the nominated school Medical Coordinators and First Aiders are
- seek immediate medical advice if a student is in danger;
- call for an ambulance if a student is in immediate danger;
- escort a student to hospital if necessary
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

### **Role of Students**

Students will:

- complete the medical form fully when asked
- be aware of and comply with this policy;
- listen carefully to all instructions given by the Kings staff;
- ask for further help if they do not understand;
- liaise with the school council;
- take part in questionnaires and surveys

With regard to known medical conditions, students must be aware:



- that they should supply information on known allergies or any other conditions to the Welfare Officer on enrolment;
- update the school on any changes to this condition;
- tell a member of staff if there is any medical condition preventing them from participating fully in student life and lessons.
- ensure their emergency contact details are accurate and up-to-date.

With regard to illness, students must be made aware:

- that they should notify the school immediately should they be unable to attend school due to illness;
- that they must report to a member of staff should they feel ill;
- that they should not leave the premises, even if they feel ill, without first notifying a member of staff;
- that they should advise the teacher should they feel ill during a lesson;
- that medicine is available for some minor ailments;
- that they must advise the member of staff treating them of any medicines they have already taken, or any allergies they may have;
- notify the school of any changes to their parents' contact details

With regard to medication, students must be made aware:

- act responsibly at all times with regard to their own medicines and keep them away from others
- that they must report to the Welfare Officer with the following information if they have been prescribed medicine by a GP or a doctor in their own country, which they are currently taking:
  - Name and contact details of GP
  - Name of medicines
  - Details of prescribed dosage
  - Date and time of last dosage given
  - Consent given by parent (where parents are the fee-payers) for staff to administer medication if necessary
  - Expiry date of medication
  - Storage details if necessary

## Role of Parents/Carers

Parents/carers must provide:

- written permission by signing the Terms and Conditions and completing the Medical Form (Academic students);
- permission for first aid & emergency medicine to be administered via acceptance of Kings EFL terms and conditions (EFL students)
- consent for their child to carry/take their own medication or seek permission from the Principal for staff to administer medication.
- sufficient medical information on their child's medical condition;
- the medication in its original container, labelled in English, with:
  - Name and contact details of GP
  - Name of medicines
  - Details of prescribed dosage
  - Consent given by parent (where parents are the fee-payers) for staff to administer medication if necessary
  - Expiry date of medication
  - Storage details if necessary
- sufficient medicine for the dosage to be given in school

Parents should be aware of the below guidelines, taken from Kings Under 18 Guide:

<b>ALL under 18</b>	<p>Parents MUST inform the college of any medical conditions or medications their child is taking. All students under 18 years old meet with the college Welfare Officer very soon after starting their course, who will help them with any medical problems and help them to register with a local doctor. Students bringing medication with them from their own country MUST make sure it is labelled in English (including name of medication and details of dosage).</p> <p><b>Please note: where the college are required to assist a student with the taking of</b></p>
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	<b>medication a Parental Agreement form will be required, along with agreement from the Principal that staff are able to be adequately trained to do so effectively and safely.</b>
<b>Under 16</b>	Students under 16 will be assisted with the taking of medication where necessary, including safe storage of the medication if needed.
<b>16 and 17</b>	Students aged 16 or 17 years old are expected to be mature and responsible enough to carry and administer their own medication, however if assistance is needed with this, please inform us.

## **Gillick Competency**

Gillick competence is used in medical law to decide whether a child (16 years or younger) is able to consent to his or her own medical treatment, without the need for parental permission or knowledge. A child will be Gillick competent if he or she has sufficient understanding and intelligence to understand fully what is proposed.

Welfare Officers should be the main assessor of a student's ability to be Gillick competent – however the advice of the local authority or a GP may be sought if the Welfare Officer is unsure.

To ascertain whether a particular child/young person is Gillick competent the following should be considered:

1. Can the child/young person understand the question you are asking of them, having used appropriate age and ability-related language or preferred mode of communication?
2. Does the child/young person have a reasonable understanding of:
  - what information might be recorded/shared?
  - the reasons why this happens?
  - the implications of information being recorded or shared?
3. Can the child/young person:
  - appreciate and consider alternative courses of action open to them?
  - weigh up one aspect of the situation against another?
  - express a clear personal view on the matter, as distinct from repeating what someone else thinks they should do?
  - be reasonably consistent in their view on the matter, or are they constantly changing their mind?

## **Student Consultation**

We wish to consult our students and to hear their views and opinions as we acknowledge and support [Article 12 of the United Nations Convention on the Rights of the Child](#) that children should be encouraged to form and to express their views.

Student consultation is integral to our process of regular self-evaluation and continuous improvement and will take place in a variety of ways.

The methods will include:

- A Student Forum/ Council (which will meet regularly and also be consulted by the Principal)
- An appointment system and means of contact with the Principal and key staff members
- Operating an 'open door' policy in school whenever possible
- Student Questionnaires (on a variety of matters relating to the school and/or and social issues)
- Open Class discussion (on a variety of matters relating to the school and/or and social issues)
- Suggestion Box (allowing anonymity if desired)

Every effort is made to provide a variety and range of consultation methods to all students. Every student who attends a course at Kings will be encouraged and given the opportunity to provide feedback on every aspect of school life during their stay with us.

A separate policy exists for student consultation which explains these processes in more detail.



## **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- school events
- meetings with school personnel
- communications with home when needed
- reports such as annual reports to parents and inclusion in the Principal reports to the Board of Directors
- information displays in the school

## **Training**

All school personnel:

- have equal chances of training, career development and promotion
- receive training related to this policy on induction which specifically covers:
  - general information about medication
  - administering medications
  - safe use and storage of medications
  - dealing with emergencies
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction

## **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Principal and the Director of College Services.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Board of Directors for further discussion and endorsement. (See Policy Evaluation)

## **Linked Policies & Documents**

- Kings Health and Safety Policy
- Kings First Aid Policy
- Healthcare leaflets – Asthma, Allergies, Diabetes, Epilepsy, Migraine, Over and Underactive Thyroid
- Kings Academic and EFL Enrolment forms, including: Parental consent forms, Medical Questionnaire and Terms and Conditions
- Parental Agreement for College to Administer Medicine form
- Record of medicine administered to all students form
- Record of medicine administered to an individual student form
- Staff Training Record – administration of medicines form
- Individual Health Care Plan form
- Staff Handbook
- Student Handbook

## **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.



This policy affects or is likely to affect the following members of the school community (✓)			Pupils	School Personnel	Parents/carers	Directors	School Visitors	Wider School Community		
			✓	✓	✓					
<b>Question</b>	<b>Protected Characteristics</b>							<b>Conclusion</b>		
Does or could this policy have a negative impact on any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'yes' or 'not sure'	
<b>YES</b>									<b>Yes</b>	<b>No</b>
<b>NO</b>	✓	✓	✓	✓	✓	✓	✓	✓		✓
<b>UNSURE</b>										
Does or could this policy help promote equality for any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'no' or 'not sure'	
<b>YES</b>	✓	✓	✓	✓	✓	✓	✓	✓	<b>Yes</b>	<b>No</b>
<b>NO</b>										✓
<b>UNSURE</b>										
<b>Conclusion</b>	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.									



Annual Policy Review Sheet - Appendix A:

Review Date	Primary Reviewer Name (Policy Coordinator)

This Appendix A should be completed **annually** by the Policy Coordinator and Principal with specific details of each individual Kings college.

<b>Date of Last Review:</b>	
<b>Date of Next Review:</b>	
<b>Is this policy being implemented fully, with all outlined procedures followed as prescribed?</b>	YES/NO
<b>The name and location of the nominated Medical Coordinators for the school are:</b>	1. 2.
<b>The nominated Medical Coordinators have received appropriate and up-to-date training in the management, storage and administration of medicines.</b>	YES/NO
<b>Any staff who have volunteered to be designated staff for administering medicines have received appropriate training from a medical professional – please give details of who these staff are and the conditions they have been trained to administer medication for.</b>	YES/NO 1. 2. 3.
<b>All students have been advised or reminded of the procedures for requesting and receiving medicines, the nominated Medical Coordinators in the school and sickness and medicines procedures.</b>	YES/NO
<b>All staff have been advised or reminded of the procedures for requesting and receiving medicines, the nominated Medical Coordinators in the school and sickness and medicines procedures.</b>	YES/NO
<b>Parents, residence staff and hosts have been advised or reminded of the procedures for reporting student sickness or medical requirements to the school.</b>	YES/NO
<b>The following member of staff maintains stocks of over the counter medication and logs when it is given out:</b>	XX
<b>Stores of over the counter medication and prescriptions medications are stored safely and securely in:</b>	XX
<b>All medical forms are completed, maintained and stored on iSAMS</b>	YES/NO
<b>If this policy is not being implemented fully, as prescribed, please outline what you have put in place instead and the reasons behind the change...</b>	



<b>How are staff made aware of this policy?</b>
<b>Does this policy require any specific/specialised training for staff, if yes please specify what it is and whether it has been done?</b>
<b>Monitoring the Effectiveness of the Policy</b>
<b>The information in this policy and appendix will be reviewed annually by the Principal, or when the need arises, and the necessary recommendations for improvement will be made by the Principal to the Board of Directors.</b>
<b>Please comment on the overall effectiveness of this policy – giving any suggestions or recommendations for improvement...</b>

<b>Coordinator:</b>		<b>Date:</b>	
<b>Principal:</b>		<b>Date:</b>	
<b>Chair of Board of Directors:</b>	<i>Nigel Paul</i>	<b>Date:</b>	01/01/2015
<b>Name of School:</b>			
<b>Next Review Date:</b>			

