



Broughton High School Procedures for updating medical information & storage of medication

Parental responsibilities: Medical Information

1. It is the responsibility of the parent / carer to inform school of any relevant medical information.
2. A request for medication to be stored in school should be discussed in the first instance with the relevant Pupil Support Leader, and appropriate pro-forma will be issued.
3. On receipt of the completed pro-forma, information will be shared with staff via confidential bulletin. Any medication will be passed to Welfare for storage. It is the responsibility of the parent / carer to ensure up to date medication is given to school.
4. Students will be able to access their medication, according to the information received on pro-forma.
5. At the end of session all existing medication should be collected; if not, it will be destroyed by Welfare and forms sent out to parents requesting new supplies / confirmation at the start of new session.

Medication received from students / parents can be stored in Welfare, and Welfare staff can oversee students self-medicate. It must be clear, however, that no staff at Broughton have medical training. If medical treatment is required we will always seek advice and support from the School Nurse, NHS 24, or 999 as appropriate