



# The Federation of Sacred Heart and St Mary's RC Primary Schools, Battersea

## **SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY**

|                     |            |
|---------------------|------------|
| <b>Approved By</b>  | Governors  |
| <b>Reviewed On</b>  | March 2026 |
| <b>Review Due</b>   | March 2027 |
| <b>Review Cycle</b> | Annually   |

## Contents

|                                                                      |                                     |
|----------------------------------------------------------------------|-------------------------------------|
| Statement of Intent .....                                            | 3                                   |
| Legislation and Statutory Responsibilities .....                     | 3                                   |
| Definitions .....                                                    | 4                                   |
| Key Roles and Responsibilities .....                                 | 4                                   |
| Training of staff .....                                              | 10                                  |
| Wandsworth Hospital and Home Tuition Service.....                    | 11                                  |
| Medication .....                                                     | <b>Error! Bookmark not defined.</b> |
| Emergencies.....                                                     | 12                                  |
| Avoiding unacceptable practice.....                                  | <b>Error! Bookmark not defined.</b> |
| Record Keeping .....                                                 | 12                                  |
| Monitor and review .....                                             | 12                                  |
| Complaints .....                                                     | 12                                  |
| Appendix 1: Being Notified a Child has a Medical Condition .....     | 13                                  |
| Appendix 2 - Request for Administration of Medicine in School .....  | 15                                  |
| Appendix 3 - St Mary's Parental Collections of Medications form..... | 16                                  |

## Statement of Intent

At Sacred Heart RC Primary School and St Mary's RC Primary School, will ensure that pupils with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy. This policy has been developed in line with the DfE guidance: 'Supporting pupils at school with medical conditions'.

Both schools are committed to ensuring that parents/ carers feel confident that we will provide effective support for their child's medical condition, and make the pupils feel safe whilst at school.

For pupils who have medical conditions that require EHC plans, compliance with the SEND code of practice (part 3 of the Children and Families Act 2014) will ensure compliance with this guidance with respect to those children.

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and disabilities, also including pupils with medical conditions. Disabilities, also including those pupils with medical conditions.

## Aims

At Sacred Heart and St Mary's RC Primary Schools, we understand that medical conditions requiring support at school can affect quality of life and may be life-threatening.

Our school will support pupils with medical conditions so that they have full access to education, including school trips and physical education.

This policy aims to:

- Make sure that pupils, staff and parents/carers understand how our school will support pupils with medical conditions
- Set out the roles and responsibilities for everyone in the school community in regard to pupils with medical conditions
- Set out the procedure for creating, reviewing and managing individual healthcare plans (IHPs)
- Set out how we will manage medicines in school
- Reassure parents/carers that the school will help their child feel safe, supported and included

## Legislation and Statutory Responsibilities

This policy meets the requirements under Section 100 of the ***Children and Families Act 2014***, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the statutory guidance on supporting pupils with medical conditions at school and the ***Early Years Foundation Stage statutory framework*** from the Department for Education (DfE).

## **Definitions**

Sacred Heart and St Mary's RC Primary School defines "medication" will be used to describe all types of medicine; prescribed or over the counter medicines.

Sacred Heart and St Mary's RC Primary School defines "prescription medication" as any drug or device prescribed by a doctor.

Sacred Heart and St Mary's RC Primary School defines a "staff member" as any member of staff employed at the school, including teachers.

Sacred Heart and St Mary's RC Primary School defines a 'Parent(s)' not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.

Sacred Heart and St Mary's RC Primary School defines a 'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. Being 'unwell' and common childhood diseases are not covered.

## **Key Roles and Responsibilities**

The Executive Headteacher and Associate Headteachers has overall responsibility for the implementation of the Administering Medication Policy and procedures of Sacred Heart and St Mary's RC Primary School.

### **The Board of Governors will ensure that:**

- Review this policy in a timely manner, in line with the relevant legislation and requirements
- Make sure that the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition
- Monitor practice, and staff training, in regards to pupils with medical conditions, in line with this policy

### **The Headteacher will lead responsibility for the implementation and review of the policy and will ensure that:**

- Make sure all staff are aware of this policy and understand their role in its implementation
- Make sure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Make sure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development and monitoring of individual healthcare plans (IHPs)
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way

- Manage cover arrangements in the case of staff absence or turnover, to make sure a suitable staff member is always available, and supply staff are briefed appropriately about pupils' medical needs
- Approve risk assessments for school visits and school activities outside the normal school timetable that involve provision for pupils with medical conditions
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Make sure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- Implement systems for obtaining information about a child's needs for medicines and keeping this information up to date

### **All staff at the school have a responsibility to:**

Supporting pupils with medical conditions during school hours is not the sole responsibility of 1 person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will consider the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

- Be aware of and understand the school's medical conditions policy
- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan. It is the parental responsibility to provide this information to school.
- Allow all pupils to have immediate access to their emergency medication when necessary
- Maintain effective communication with parents including informing them if their child has been unwell at school
- Ensure pupils have their medication when they go on a school visit or out of the classroom.
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in, and understand the impact a medical condition may have on a pupil and make any reasonable adjustments to accommodate this (e.g. that pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed, and are not forced to take part in an activity if they are unwell)
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, including help to catch up with work when the pupil has been unwell
- Use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

### **Specific responsibilities of key staff**

The SENCO for the school will keep an overview of any pupils whose medical needs impact on their learning, will advise staff working directly with them and ensure appropriate strategies are put in place to support them

Staff with first aid training will give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school and when necessary ensure that an ambulance or other professional medical help is called.

The SENCO will ensure all medication is correctly stored and labelled, regularly reviewed, in date and that parents provide new medication as needed.

School nurse / school health team will be involved in the healthcare planning for pupils with medical needs as appropriate.

**This may include:**

- Informing the school of pupils in need of a health care plan
- Initiating healthcare plans when relevant
- Contributing to healthcare plans and their review
- Ensuring parental consent is obtained and recorded
- Help in providing regular training for school staff in managing the most common medical conditions at school
- Advising on training on less common conditions, including providing information about where the school can access other specialist training
- Collating relevant health information to support pupil, family and school to inform the healthcare plan
- Supporting pupils and parents as appropriate

**Individual doctors and specialist healthcare professionals caring for pupils who attend this school have a responsibility to:**

- Complete the pupil's Healthcare Plans (HCPs) provided by parents
- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- Ensure the child or young person knows how to take their medication effectively
- Ensure children and young people have regular reviews of their condition and their medication
- Provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents)
- Understand and provide input in to the school's medical conditions policy

**Pupils**

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

**The parents\* of a child at this school have a responsibility to:**

- Tell the school if their child has a medical condition and provide written medical evidence to support the condition or diagnosis.
- Ensure the school has a complete and up-to-date information about their child's needs.
- Inform the school about any medication and or equipment needed as part of their child's medical needs during school hours
- Inform the school of any medication their child requires while taking part in visits, outings or residential trips or out-of-school activities
- Tell the school about any changes to their child's medication, what they take, when, and how much
- Inform the school of any changes to their child's condition
- Ensure their child's medication and medical devices are labelled with an appropriate prescription and written permission for medicines to be administered by staff
- Provide the school with appropriate spare medication labelled with their child's name
- Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicines. Parents will need to sign ***St Mary's Parental Collections of Medications form*** when collecting medication (***Appendix 3***)
- Ensure that their child's medication is within expiry dates
- Keep their child at home if they are not well enough to attend school
- Ensure their child catches up on any school work they have missed
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- The SENCO will contact parents annually to remind them to bring in up to date copies of health care plans. HCPs will be routinely monitored throughout the year by the SENCO.
- Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.
- Ensure that they have completed the permission to administer forms in school for each medication to be taken.
- Parents to ensure that they or another nominated adult are contactable at all times.

(\* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.)

**School Nurses and other healthcare professionals**

Our SENCO's will liaise with the school nursing team if notified when a pupil has been identified as having a medical condition that will require support in school. The school nursing team will support staff to implement a child's IHP.

**Equal opportunities**

The school will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any pupils. Our schools are clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents/carers and any relevant healthcare professionals will be consulted.

### **Being notified that a child has a medical condition**

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP. The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school. **See Appendix 1**

### **EYFS settings: Obtaining information about medicines**

We will:

- For new starters, send a form to all parent/carers of pupils after their place at the school has been confirmed, but before their first school year starts, to confirm any medicine(s) their child needs. Where a pupil has a new diagnosis and/or a pupil has moved to the school mid-term, we will send a form and put arrangements in place within 2 weeks
- Send a reminder to parents/carers at the start of each year in a newsletter, as well as a form to complete, if their child requires certain medicine(s)
- We ask that parents/carers proactively inform us by either phone call to the school Sacred Heart 020 7223 5611 and St Mary's 020 7622 5460 or an email to admin@sacredheart-battersea.wandsworth.sch.uk or admin@st-marys-pri.wandsworth.sch.uk if their child's medical needs change during the school year.

### **Individual health care plans**

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed. Parents have the responsibility to share information with school staff. The SENCO will liaise with the Parents and medical professionals to implement IHPs

### **Plans will be developed with the pupil's best interests in mind and will set out:**

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and the headteacher/role of the individual with responsibility for developing IHPs, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil'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 pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods, additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents/carers and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil, during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/carer or pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact and contingency arrangements

## Managing Medicines

Prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so, and
- Where we have parents/carers' written consent (Appendix 2 ***Request for Administration of Medicine in School***)

The person administering the medicine will keep a written record. Parents/carers will always be informed on the same day the medicine has been administered, or as soon as reasonably possible.

- Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.
- Anyone giving a pupil any medication (for example, for pain relief) will first check recommended and maximum dosages for the pupil's age, and when the previous dosage was taken.
- The school will only accept prescribed medicines that are:
  - In-date

- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage
- The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.
- All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.
- Medicines will be returned to parents/carers to arrange for safe disposal when no longer required.

Where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements about what support to provide will be based on the available evidence, including a consultation with parents/carers.

As a school we have taken steps to ensure all staff are aware of children's allergies. We display photos and information for each child who has an allergy in both the staffroom, classroom and the kitchen.

The schools Admin team will send to parents a form from Harrisons catering team. Parents need to complete the form '**Food allergy and food intolerance management form**'. It is parent's responsibility to contact Harrisons on 01844 21677

There is an identified member of staff who ensures the overall correct storage of medication at school, all class teachers should support. The identified member of staff will check for expiry dates at least three times a year. Medication will not be stored at school over the summer holiday period. Parents will be alerted via the class dojo, school newsletter and direct messages to collect medication at the end of the school year. Any medication that is left will be disposed of. Parents will need to sign **St Mary's Parental Collections of Medications form** when collecting medication (**Appendix 3**)

It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year and/ or whenever required.

- Each class and medical area have a list of children with medical needs / allergies.
- Medical needs / allergy lists updated termly, or more often when required. E.g. new admissions.
- A photograph of children with severe allergies / medical needs is attached to the list and provided to the class teacher.
- Staff training on reducing and identifying triggers is regular and recorded.

### **Training of staff**

- Teachers and support staff will receive training on the Administering Medication Policy as part of their new starter induction.
- Teachers and support staff will receive regular and ongoing training as part of their development.

- The Headteacher will ensure that a sufficient number of staff are suitably trained in administering medication.
- All relevant staff will be made aware of a pupil's medical condition.
- The Headteacher will ensure that supply teachers are appropriately briefed regarding pupils' medical conditions.
- A first aid certificate does not constitute appropriate training in supporting children with medical conditions.
- The Headteacher will provide staff members with opportunities and details of CPD.
- Sacred Heart and St Mary's RC Primary School Primary School will provide awareness training so that all relevant staff are aware of the Administering Medication Policy and understand their role in implementing the policy.

### **Wandsworth Hospital and Home Tuition Service**

- All pupils of compulsory school age who because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the local authority's duty to arrange educational provision for such pupils.
- In order to provide the most appropriate provision for the condition the SENCO will make a referral to the service, where there is a medical diagnosis from a medical consultant.

### **Unacceptable practice**

Although school staff will use their discretion and judge each case on its merits with reference to the pupil's IHP, they will keep in mind that it is not generally acceptable practice to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents/carers
- Ignore medical evidence or opinion
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- Send an ill pupil to the school office or medical room unaccompanied or with someone unsuitable (e.g. a fellow pupil who is not old or responsible enough)
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

## **Emergencies**

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives, or accompany the pupil to hospital by ambulance.

The school have an emergency Asthma pump and Epi Pens on site. These are stored at St Mary's in the first aid cupboard in clearly labelled boxes. At Sacred Heart these are stored in the medical cupboard in the meeting room (next to the main school reception/entrance).

We will ensure that the emergency salbutamol inhaler is only used by children who have been diagnosed with asthma OR who have been prescribed a reliever inhaler AND for whom written parental consent for use of emergency inhaler has been given.

We will ensure that the emergency adrenaline auto-injector (epi-pen) is only used by children who have been diagnosed with an allergy, who have been prescribed an EPI pen AND for whom written parental consent for use of the emergency kit has been given.

## **Record Keeping**

- The governing board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school.
- All medications that are administered at school will be recorded in class on a medication tracking form
- Parents/carers will be informed if their pupil has been unwell at school.
- Make sure that all staff have access to records so that they are informed about pupils' medical needs.
- IHPs are kept in a readily accessible place that all staff are aware of.
- Securely hold this information digitally in accordance with the UK GDPR

## **Monitor and review**

- This policy is reviewed every two years by the governing body and the Head Teacher.
- Records of medication, which have been administered on school grounds, will be monitored and the information will be used to improve school procedures.
- Staff members who are trained to administer medication will routinely recommend any improvements to the procedure.
- Sacred Heart and St Mary's RC Primary School will seek advice from any relevant healthcare professionals as deemed necessary.

## **Complaints**

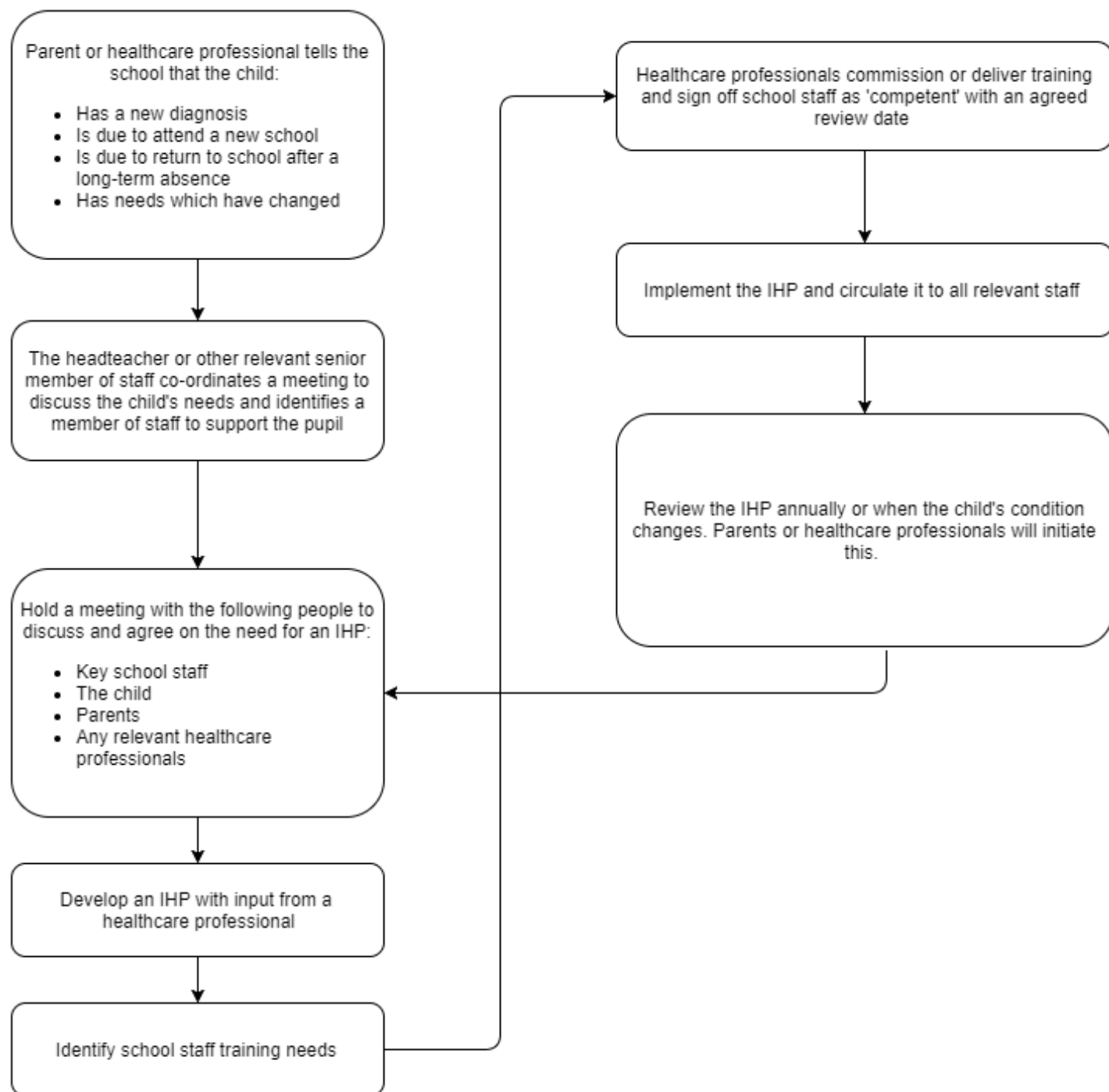
All complaints should be raised with the headteacher in the first instance. If the headteacher cannot resolve the matter they will direct parents to the school's complaints procedure.

**Links to other policies. This policy links to the following policies:**

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy
- Procedure to prevent the spread of infection

All school policies can be found at [https://www.stmarysschoolbattersea.co.uk/school\\_policies/](https://www.stmarysschoolbattersea.co.uk/school_policies/) for St Mary's School and at <https://www.sacredheartschoolbattersea.co.uk/school-policies/> for Sacred Heart School.

**Appendix 1: Being Notified a Child has a Medical Condition**



## Appendix 2 - Request for Administration of Medicine in School

### Parental Agreement to Administer Medicines

This school will not give your child medicine unless you complete and sign this form. Please complete the form in **BLOCK CAPITALS**

|                                                                                                |               |
|------------------------------------------------------------------------------------------------|---------------|
| <b>Name of Child:</b>                                                                          |               |
| <b>D.O.B:</b>                                                                                  | <b>Class:</b> |
| <b>Medical condition or illness:</b>                                                           |               |
| <b>Medicines</b>                                                                               |               |
| <b>Name/type of medicine (as described on the container)</b>                                   |               |
| <b>Dosage and method:</b>                                                                      |               |
| <b>Special precautions/other instructions</b>                                                  |               |
| <b>Are there any side effects that the school/setting needs to know about?</b>                 |               |
| <b>Self-administration – Yes <input type="checkbox"/> No <input type="checkbox"/></b>          |               |
| <b>Procedures to take in an emergency</b>                                                      |               |
| <b>Contact Details</b>                                                                         |               |
| <b>Name</b>                                                                                    |               |
| <b>Contact Telephone number</b>                                                                |               |
| <b>Relationship to the child</b>                                                               |               |
| <b>Address</b>                                                                                 |               |
| <b>I understand that I must deliver the medicine personally to staff at the school office.</b> |               |

The above information is, to the best of my knowledge, accurate at the time of writing and give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parents signature\_\_\_\_\_ Date:\_\_\_\_\_

**To be completed by office staff only - ✓ once completed**

**Medications returned to school ☐ Form completed ☐ Date received**

### Appendix 3 - St Mary's Parental Collections of Medications form

Parents/Carers are asked to sign this form to confirm that they have collected medication for their child from school. Please complete the form in BLOCK CAPITALS

|                                                                                                                                                 |               |
|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>Name of Child:</b>                                                                                                                           |               |
| <b>D.O.B:</b>                                                                                                                                   | <b>Class:</b> |
| <b>Medical condition or illness:</b>                                                                                                            |               |
| <b>Medicines collected</b>                                                                                                                      |               |
| <b>Date of collection:</b>                                                                                                                      |               |
| <b>Reason for medication being collected</b> (Medications out of date, no longer needed, new medication issued)<br><b>Please state clearly.</b> |               |
| <b>Contact Details</b>                                                                                                                          |               |
| <b>Parent's Name</b>                                                                                                                            |               |
| <b>Date</b>                                                                                                                                     |               |
| <b>To be completed by office staff only - ✓ once completed</b>                                                                                  |               |
| Medications Collected from school <input type="checkbox"/> Form completed <input type="checkbox"/> Date of collection _____                     |               |
| Staff member responsible for handing over medications.<br>Please state full name:<br>_____                                                      |               |