

Supporting Pupils with Medical Conditions

Local Arrangements

This document supplements the Trust wide Supporting Pupils with Medical Conditions Policy.

Role	Name	Contact details
Principal	Joanne Allain	01268 243300
Senior leader responsible for implementation of the trust wide policy and ensuring local arrangements are clear	Karen Mander Vice Principal	01268 243300
SENDCo	Laura Phillips	01268 243300
School nurse or other healthcare professional support provisions	NHS Nursing Team	01268 243313
Person with delegated responsibility for individual healthcare plans (IHPs)	NHS Nursing Team	01268 243313

Local arrangements

Medication Received/Returned (for emergency meds see separate heading)

- Parents' permission must be received in writing before medication can be given.
- All medication must be stored in the appropriate medication cabinet at the back of the School Office.
- All medication should be signed in and out of school. Expiry dates should be checked as part of this process and any out of date medication will need to be immediately returned to parents/carers.
- Medication Record Forms should be complete with name of student, medication, dosage and times to be taken.
- All medication to be administered through a feeding tube will need to have a care plan written by the nurses.

Administering Medication

- Before administering two people need to confirm that the correct medication and dosage is being given and that the medication is in date.
- Medication Record Forms are to be completed when medication is given, showing the date, time, dose and two signatures.

- All medication should be returned to the School Office promptly - medication is not left unattended in class.
- If medication is to be administered through a feeding tube please check that a care plan written by the nurses before administering.

Medication for Trips & Visits

- Staff to complete the Trips & Visits Form to sign in and out medication needed for the students on their trip. This is located at the bottom of the emergency medication cupboard.
- Medication to be taken in the class' red bag, together with the Medication Record Form and appropriate care plan if required - an appropriate adult should be made responsible for this bag.
- When administering medication on the trip/visit the Medication Record Form will be completed in full.

Emergency medication

- For all emergency medication the same processes as above should be adhered to.
- Each child with emergency medication has a red box in the cupboard opposite the medication cabinets.
- One copy of the care plan should be added to the red emergency box and another copy to be stored in the class' yellow bag.
- A Medication Record Form and/or Record of Buccal Midazolam Use Form should also be kept in the red box.
- After administration of Buccal the Record of Buccal Midazolam Use Form should be completed
- After administering any other emergency medication the Medication Record Form should be completed

Last Reviewed: September 2025

Review Due: September 2026