



Phoenix Arch School

Managing Medical Conditions and Medicines

Last Review: November 2025

Next Review: November 2026 (or legislative change)

Introduction

This policy has regard to statutory and non-statutory guidance from the Department of Education on *Supporting pupils at school with medical conditions (December 2015)*

Parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because pupils with long-term and complex medical conditions may require ongoing support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents / carers feel confident that Phoenix Arch will provide effective support for their child's medical condition and that pupil's feel safe. In making decisions about the support we provide, Phoenix Arch will establish relationships with relevant local health services to help us. It is crucial that we receive and fully consider advice from healthcare professionals and listen to and value the views of parents and pupils.

Roles and Responsibilities	
Lead on first Aid	Jason Lloyd
First Aid	
Emergency First Aid	Jason Lloyd
First Aid At Work	Ines Sousa Martins Brandon Kalu Nazia Mahmood Alexandra VanDerSluys Nicasha Powell Julie Barracliffe Meeta Shamji Lisa Pooley Naglaa Dessouki
Medicine Supervised to children	All first aid staff and SLT

Aims

This policy aims to ensure that:-

- Pupils at Phoenix Arch School with medical conditions will be properly supported so that they have full access to education, including school trips and physical education.
- School Governors will ensure that arrangements are in place to support pupils at the school with medical conditions.
- School Governors will ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.
- Relevant medical history is shared with staff through the personalised learning plan and/or health care plan. Any updates are notified through daily briefings.
- Children with medical needs who have to take prescribed medication during school hours can play a full and active role in school life in line with Brent's policy for children with health needs; and
- Medication is properly managed or supervised, so that medical treatment plans are properly followed and health & safety assured.

Healthcare Plans

Information recorded on healthcare plans:-

- 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 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;
- 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 school needs to be aware of the child's condition and the support required;
- Arrangements for written permission from parents 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 child can participate, e.g. risk assessments;
- Where confidentiality issues are raised by the parent/child, the designated individuals will be entrusted with information about the child's condition; and
- 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.

In our Home / school Agreement parents are asked to agree to contact Phoenix Arch before any medication is brought in or taken during teaching sessions.

Prescription Medicines at Phoenix Arch School

Medicines are only administered at Phoenix Arch School when it would be detrimental to a pupil's health or school attendance not to do so.

All parents / carers of pupils joining Phoenix Arch School are asked about medical conditions and medication as part of the entry procedures. Where a pupil needing medication during school hours does not have a health plan (Form PAM1 – see Appendix), full information is recorded about medication on a Parental agreement form to be signed by a person with parental responsibility, giving us permission to administer medicine (Form PAM 2).

It is the responsibility of parents / carers to provide Phoenix Arch School with prescription medicines that are in-date, in the original container (except for insulin which may be in pens or pumps), clearly labelled by the dispensing pharmacist and with instructions for administration, dosage and storage.

Where clinically possible medicines should be prescribed to enable them to be taken out of school hours. Medication will never be administered without a check on maximum dosages and when the previous dose was taken.

We keep any controlled drugs prescribed for pupils securely and only named staff have access unless the pupil is competent to have it in their possession. Passing it to another child is an offence. School staff may administer a controlled drug to pupils for whom it has been prescribed.

The Head teacher / Deputy Head have oversight of all medication held by the centre. Medicines are kept in a medical cabinet in the locked storage room (Office 2) next to the family room. If medication ever needed to be kept cold (ie: "hypo kit") it would be kept in the family room fridge. Children must know where their medicines are stored and able to access them immediately. The medical cabinet accessed by the Administrator Jason Lloyd. Asthma inhalers, blood glucose testing meters and adrenaline pens will not be locked away but readily available.

Unused or out of date medication is returned to parents for correct disposal. If this is not possible, medicines will be taken to a pharmacy for correct disposal. Sharps boxes will be used for disposal of needles and other sharps.

The pupil's role in Administering medicines

We support those pupils who are competent to manage their own medicines only after discussion with parent / carers encourage them to take responsibility. Wherever possible pupils are allowed to carry their own medicines/devices to self-medicate quickly and easily. Some prescribed medicines must be carried by the pupil at all times, e.g. asthma pumps, anaphylaxis and diabetes medication. These pupils will have their needs recorded at the initial visit and we provide supervision where necessary.

Prescription Medication for pupils on visits/residential trips

No pupil will be excluded from authorised school visits because of their medical/medication needs. For visits that last longer than a school day the Head teacher / Deputy Head will secure any necessary additional information from parent / carers and share it with staff members accompanying the visit. Relevant documents to be copied and taken with the pupil are:

- Any health care plan
- How to contact emergency services
- Signed parental agreement to administer medication; or
- Request for child to carry his/her own medicine
- Individual record of medication

On residential visits, if a pupil develops minor symptoms such as hay fever, staff may administer medication such as antihistamines where prior parental consent has been obtained. This will be discussed with parents/carers during the pre-visit meeting. Details of all medication administered during the trip will be recorded in line with the school's medication procedures.

Non- Prescription Medicines

Staff will not administer non-prescription medication to pupils without the prior knowledge and agreement of the Headteacher or Deputy Headteacher. Pupils are not permitted to keep non-prescription medication in their possession unless this has been agreed by the school and parents/carers.

Non-prescription medication will only be administered where written consent and clear instructions have been provided by parents/carers. Parents/carers are responsible for supplying any non-prescription medication required by their child during the school day.

It must be noted that a pupil under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Record keeping

We maintain records of all medicines given to pupils in school hours or on school trips: -

- Record of medical/Dietary info with agreement.
- Record of medicines administered to all children.

These records are kept in a Medicines Book kept with the medical cabinet. When a child finishes medication or leaves Phoenix Arch, their individual records are placed in their pupil file.

Training

No member of staff will be expected to administer medication without having received proper training and relevant training will be provided for staff who administer medicines. The school nurse can deliver training or arrange contact with suitable health professionals. Training will be arranged by the Head teacher / Deputy Head.

Emergencies

Staff will be briefed on emergency symptoms and procedures for individual pupils with relevant conditions. Staff will stay with any pupil needing to be taken to hospital until a parent arrives or accompany them to hospital by ambulance.

Appendix 1 – Medical/Dietary info with parental agreement

Appendix 2 - Record of Medicine administered to all children

Phoenix Arch School Medical/Dietary Information

Name of Child	
Date of Birth	
Special Dietary Needs	
Medical Condition	
Name of Medication	
Dosage & Times Administered	
Where Medication Is Administered <i>(Please tick as appropriate)</i>	<ul style="list-style-type: none"> • At home only • At school only • At home and at school
Possible Side Effects	
Possible Warning Signs of incorrect Dosage	
Date Medicine Supplied to School	
Expiry Date of Medicine	
Date for School Review of Medication	
Name and Contact Details of GP	
All possible Contact Phone Numbers for Parent/Carer In Case of emergency	
Name/Contact Details of other Contactable Adults	

Phoenix Arch School Medical/Dietary Parental Agreement

For the Parent/Carer

- I accept responsibility for providing the school with medication prescribed.
- I give permission for the school to administer medication as prescribed.
- I will phone the school personally if there are any changes in medication or if medication usually administered at home has been missed for any reason.
- I will inform the school of any special dietary requirements.

_____ (Print Name)

_____ (Signature)

_____ Date

For the School Representative

- We accept responsibility for keeping medicines secure.
- We will supervise the administering/self-administering of all prescribed medication
- We will only give additional medication to cover missed dosages as a result of a conversation with the Parent/Carer
- We agree to regularly review the effects of the prescribed medication and to report any noticeable problems to the Parent/Carer

_____ (Print Staff Name)

_____ (Signature on Behalf of School)

_____ (Role In School)

_____ Date

