



Supporting Students with Medical Conditions

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Signed by Principal	
Signed by Chair of Governor	

MONITORING, EVALUATION AND REVIEW

This policy will be reviewed when there are changes in the law or at least every two years, to assess implementation and effectiveness in line with DfE guidance September 2022.

Contents

1. Preface	3
2. Managing Prescribed Medicines	3
3. Controlled Drugs	4
4. Non-Prescription medicines.....	4
5. Students self-administering medicines.....	4
6. Student with long-term medical needs	5
7. Administering medicines.....	5
8. Record keeping.....	5
9. Safe storage of medicines	5
10. Disposal of medicines	6
11. Managing medicines on an academy trip/visit.....	6

1. Preface

Chiltern Hills Academy is a learning environment at the heart of its community. We encourage every person in our community to:

Create, Aspire and Excel to 'Live life in all its fullness' (John 10:10)

We achieve this through our dedication to the seven Christian values of love, hope, self-discipline, compassion, forgiveness, respect and honesty.

We are a community in which staff, students and parents work collaboratively to develop a learning environment and organisation which is spiritual, safe, innovative, creative and exciting. All members of the Academy are motivated and inspired by the vision to give their best and to play a full part in the life of the school and in their own developing lives.

The Governors at Chiltern Hills Academy are committed to achieving the vision and values. They oversee and monitor this policy to ensure that this is being achieved.

This policy is designed to assist Academy staff, parents and students in the appropriate use of medicines during the school day. Its aim is to enable regular attendance at the Academy for a child with medical needs whilst ensuring the safety of every student attending Chiltern Hills Academy. It will also provide formal procedures for the administration of prescribed and non-prescribed drugs in school.

Some children with medical conditions may be disabled. Where this is the case, the governing body **must** comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEND) and may have a Statement, or Education, Health & Care (EHC) plan which brings together health and social care needs, as well as their special educational provision.

This policy will be read in conjunction with guidance, "Supporting Pupils at School with Medical Conditions" from the DfE (December 2015) and "Moving and Handling Policy for Assisting Children with Impaired Mobility" from Buckinghamshire Council (July 2010).

2. Managing Prescribed Medicines

- 2.1.1. Prescribed medicines should only be taken during the school day when there is no alternative. The Medical Officer, who is based in the Medical Room, or the Vice Principal will advise you further on this. These medicines must be in the original container and packaging as dispensed by the pharmacist; the student's name should

be clearly visible along with instructions for administering and the expiry date. Staff administering prescribed medicines must do so in accordance with the prescriber's instructions. A student health care form should be completed by the parent at the point at which the medicine is brought in to school. The medicine will then be kept in a locked cupboard in a clearly labelled pouch. If the medicine is for emergency use, it will be placed in a clearly labelled pouch but stored in an emergency medication cupboard. Health care forms can be downloaded from the school website and must be signed and dated before being submitted to the Medical Officer.

3. Controlled Drugs

3.1.1. Controlled drugs are to be treated the same as prescribed medicines but must be kept locked in the medicine cabinet in the medical room. Only the Medical Officer and any covering member of staff trained in the administration of medicines should have access to this. A record of the drugs handed in and administered will be recorded on our online platform for audit and safety purposes.

4. Non-Prescription medicines

4.1.1. Medicines for minor ailments such as headaches, period pains or toothache will be given only with prior written consent or verbal agreement from parents and this consent will be requested from the parent/carer when the student starts at the Academy along with any medical information (e.g. allergies to any medication).

4.1.2. It will be the parent/carer's responsibility to ensure that ALL medical information is updated throughout the child's time at Chiltern Hills Academy.

5. Students self-administering medicines

5.1.1. Students with life-threatening medical conditions, where medication may be required instantly, are encouraged to carry this medication with them, for example Epi-pens and Salbutamol inhalers.

5.1.2. Spare medication must be kept in the medical room in case the student forgets to bring it to the Academy. It is advised by the NHS that two Epi-pens, Emirade or Jext pens are held in the medical room for students with severe allergies in the event of one malfunctioning. These students should be aware of their condition and when and how to take the required treatment. Should the student be incapacitated the designated First Aider will administer the required medication and arrange for follow up care via 999 or the student's parent/carer

5.1.3. It is the parents/carer's responsibility to ensure that the student is aware of how and when to take the prescribed medication if they are able to. If this medication is used during the school day by the student, the Medical Officer will be informed immediately to arrange the required medical treatment and will document the treatment or event on our online platform and alert the parent/carer so that the medication can be replenished.

6. Student with long-term medical needs

6.1.1. Students will be encouraged to self-administer their medication, for example diabetic students who require insulin. Students can attend the medical room for supervision however and the relevant details will be logged. These students will have a health care plan with the dose of medication that they are administering recorded. It is the parent's/carer's responsibility to ensure that this is updated as the medication changes. A copy of the health care form is available from the Parents tab on the school website under Parent Communications or from the school Reception.

7. Administering medicines

7.1.1. Only the Medical Officer and other staff trained in the administration of medicines will give medication in the Academy; this includes throat-soothers and lotions.

7.1.2. The Medical Officer is trained to administer oral and some local medication. If a student requires additional medication this is to be agreed by the parent with the Medical Officer.

8. Record keeping

8.1.1. Any medication given to a student will be recorded on our online platform book stating the time, dose and name of the medication given. A parent will always be phoned before any medication is given however the Medical Officer will on occasions act in loco parentis should the student be in pain and a parent/carer cannot be contacted but has previously given authorisation for the Medical Officer to do so e.g. for parents who cannot be contacted at work.

9. Safe storage of medicines

9.1.1. All students who bring medication into the Academy must see the Medical Officer in the morning to discuss the management of this, if needed. Medications will be stored in the medical room in a locked cabinet alphabetically by surname, unless they are required in an emergency as mentioned above. Emergency medications will be stored in year group boxes. Medications that must be stored in the fridge will be kept in the Medical Officer's fridge in the medical room. Medications will be stored according to the manufacturer's instructions. Medications will never be transferred out of the

original container by a member of staff and will be always labelled. Parents must replenish medications when requested to do so by the first aider.

- 9.1.2. Students requiring asthma inhalers, epipens etc, will carry them on their person and an additional prescription will be stored in the medical cupboard, labelled and dated.
- 9.1.3. A defibrillator is situated in the student entrance foyer and opposite the AGP (on the outside wall of the Sports Hall). Directions for use are enclosed in the unit. This equipment is intended for use in an emergency by the Chiltern Hills Academy community and those hiring the facilities. There are additional inhalers and epipens held in the F block AYL office.
- 9.1.4. A first aid kit and back up inhalers and epipens are stored in reception clearly labelled and the use by dates will be monitored by the Medical Officer and replaced when necessary.

10. Disposal of medicines

- 10.1.1. Any medications held at school will be checked regularly for the expiry date and, when out of date, the Medical Officer will dispose of them at a local chemist. The Medical Officer will inform the parent/carer in advance of disposal so that the medication can be replenished.
- 10.1.2. Parents/carers are responsible for the collection and disposal of medications that have not been used at the end of each term. If parents/carers do not collect medication at the end of term, the Medical Officer will take them to the local pharmacy for safe disposal if they show a date that cannot be transferred to into the following term. Sharps must be disposed of in a sharps box provided by the parent/carer and when the box is full it will be returned to the parent who can then dispose of it within local authority guidelines.

11. Managing medicines on an academy trip/visit

- 11.1.1. Staff leading an Academy trip will liaise with the Medical Officer regarding students with medical needs. The Medical Officer will give them a copy of any Health Care Plan in use at the Academy. Each student will have completed a medical form to allow them to attend off-site visits on entry to the Academy in Year 7.
- 11.1.2. It is the parent/carer's responsibility to inform the Medical Officer of any subsequent changes to the conditions stated in the form. Prescribed medicines will be given as per the Academy's medicine policy.

- 11.1.3. Non-prescribed medicines will be discouraged but, if written consent is given and it is deemed necessary, a record will be kept of date, time, dose and drug given and this will be returned to the Medical Officer after the trip.

- 11.1.4. First aid kits are available on request by the staff member leading the trip. It is the responsibility of the parent to replace out of date epipens/adrenaline auto-injector devices or inhalers that may be needed in an emergency on a school trip.