

Supporting Students with Medical Conditions and Administration of Medicines Policy

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Owner: DH/WCFo/KAF/CCMc

Angel Allen (Danielle Haxby in absence) has overall responsibility for this policy. This policy incorporates the Foundation's previous [Administering Medication Policy](#) and has been developed with regard to the Department for Education's statutory guidance, Supporting pupils at school with medical conditions, alongside relevant current DfE guidance.

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
Sept 2026	September 2027		1	September 2027

Introduction

Introduction

The Green Room Foundation is committed to supporting all students with medical conditions, enabling them to access education safely, confidently and as fully as possible. We know the value of what we offer and want every student to thrive. We recognise that some students may need additional support, reasonable adjustments or medication during the school day, activities or off-site visits.

This policy sets out the arrangements for identifying and supporting medical needs, developing Individual Healthcare Plans (IHPs), training staff, and the safe administration, storage and management of medicines, as well as responding to medical emergencies.

We will work in partnership with students, parents/carers, healthcare professionals and relevant staff to understand individual needs and ensure that appropriate support is identified,

implemented and regularly reviewed. Support will be based on each student's individual circumstances and, where appropriate, advice from healthcare professionals, with a focus on safety, inclusion, dignity, wellbeing and independence.

This policy should be read alongside the Allergy Safety Policy, First Aid Policy, Emergency Procedures and Safeguarding and Child Protection Policy.

Roles & Responsibilities

Executive Leadership Team Oversee implementation of the policy and ensure appropriate resources and arrangements are in place.

Head & Leadership Team Ensure appropriate support, training, plans and procedures are in place for students with medical conditions.

Named Medical Lead Coordinate medical arrangements, records, medication and Individual Healthcare Plans. Green Room Medical Leads are our Provision Managers, supported by a named SLT member. GRC Clare McLaughlin/Ash Sheehan, GRK Anna Ford/New person/Beth Hobbs, GRW Carly Foster/Claire Sweetman

All Staff Follow this policy and relevant healthcare plans, complete required training and report concerns or incidents promptly.

Parents/Carers Provide accurate medical information, medication and updates, and work with the Foundation on appropriate support arrangements.

Students Participate in decisions about their medical support where appropriate, follow agreed arrangements and seek help when needed.

Identification & Notification of Medical Conditions

Information on admission – Obtain relevant medical information when a student joins the Foundation.

New or changing medical conditions – Parents/carers should inform the Foundation of any new diagnosis, changes or medication.

Communication with parents/carers – Maintain clear and timely communication about students' medical needs and support.

Healthcare professional information – Seek relevant information and advice from healthcare professionals where required.

Updating records – Keep medical records, Individual Healthcare Plans and medication information accurate and up to date.

Individual Healthcare Plans (IHPs)

When an IHP is required - Where a student has a medical condition requiring specific support or arrangements during the school day.

Developing an IHP - Developed with the student, parents/carers and relevant healthcare professionals.

Information included - The student's condition, support needs, medication, emergency arrangements and any relevant adjustments.

Implementation and communication - Relevant staff will be made aware of the IHP and understand their responsibilities.

Review arrangements - IHPs will be reviewed regularly and whenever there is a significant change in the student's medical needs or treatment.

Allergy Action Plans (AAPs) - Where appropriate, an AAP will be used alongside the IHP to set out the student's allergy triggers, symptoms and emergency response.

Asthma Action Plans - Where appropriate, an Asthma Action Plan will be used to record the student's asthma triggers, medication and emergency response.

Training

The Green Room Foundation will ensure that staff supporting students with medical conditions or administering medicines have appropriate training and are competent to carry out their responsibilities safely. Training needs will be identified according to the medical conditions and individual needs of students, with healthcare professionals or other suitably qualified persons providing specialist training where required.

- Relevant staff will receive appropriate training as part of their induction.
- Staff will only administer medicines or provide medical support where they have been appropriately trained, are competent and have been authorised by the Foundation.
- Refresher training will be provided as required and where a student's medical condition, treatment or support needs change.
- Records of relevant training and staff competence will be maintained.
- Appropriate arrangements will be made to ensure trained staff are available to provide required support during staff absence, including additional training where necessary.

Inclusion & Access to Education

We know the value of what we offer and want every student to thrive. The Green Room Foundation is committed to ensuring that students with medical conditions can participate fully

in education and wider school life. Appropriate arrangements and reasonable adjustments will be made to support safe and meaningful participation, taking account of each student's individual needs.

- Students will be supported to participate fully in lessons, PE, physical activity, trips, visits and other activities wherever reasonably possible. Any restrictions relating to a student's participation in PE or physical activity will be recorded in their IHP where appropriate. Students who need medication before or during physical activity, such as an asthma inhaler, will have appropriate access to it. Staff supervising the activity will be aware of relevant medical conditions and any medication that may be required.
- Medical needs will be considered when planning activities, trips and visits, with appropriate arrangements and risk assessments put in place.
- Medical conditions will not be used as a reason to unnecessarily restrict attendance. Where a student's health affects attendance, appropriate support will be considered.
- Appropriate arrangements will be made for students with medical conditions during examinations, in line with relevant examination requirements.
- Reasonable adjustments will be made where required to enable students to access education and participate safely and fully.
- The needs of students with SEND will be considered alongside their medical needs, including the Foundation's duties under the Equality Act 2010.

Emergency Arrangements

The Green Room Foundation will make sure that students with medical conditions are supported quickly, calmly and safely when they need urgent help. Staff should know the emergency arrangements for the students they work with and follow the student's Individual Healthcare Plan and any relevant action plan.

- Emergency medication will be readily accessible and used in line with the student's IHP, action plan and staff training.
- Staff will provide first aid within their level of training and competence.
- Emergency services will be contacted where a student requires urgent medical attention or their condition is life-threatening.
- Clear emergency arrangements will be in place for students with known medical conditions and shared with relevant staff.
- Medical incidents and significant near misses will be recorded and reviewed so that any learning or changes needed can be identified.
- Parents/carers will be informed as soon as reasonably practicable following a significant medical incident.

The priority is always the student's safety and wellbeing. Staff should not delay seeking emergency help where they are concerned about a student's condition.

Confidentiality & Information Sharing

The Green Room Foundation will handle information about students' medical conditions sensitively and respectfully, while ensuring that relevant staff have the information they need to keep students safe and well. Information will be shared on a need-to-know basis and in accordance with data protection requirements.

- Relevant medical information will be recorded securely on Arbor and in over arching Google sheet and kept up to date.
- Staff will have access only to the information they need to carry out their responsibilities safely.
- Information will be shared with parents/carers and relevant healthcare professionals where appropriate and necessary to support the student.
- Confidential medical information will not be shared more widely than necessary.
- Information will be handled in accordance with the Foundation's data protection and confidentiality arrangements.

Administration of Medicines

The Green Room Foundation will support students who require medication during the provision day and will ensure that medicines are managed and administered safely. Parents/carers are responsible for providing full and up-to-date information about their child's medication and for informing the Foundation of any changes.

- **Consent** – Where medication is required during the provision day, appropriate information and parental/carer consent will be obtained and recorded in Arbor.
- **Prescription and non-prescription medicines** – The Foundation may administer prescribed and agreed non-prescription medicines where appropriate consent and instructions are in place. Parents/carers should not send students in with their own paracetamol, ibuprofen or antihistamine unless specifically agreed.
- **Accepting medicines** – Prescribed medication will only be accepted where clear instructions have been provided by the parent/carer. Medicines must be provided in the original container, clearly labelled with the student's name, medication, dosage, frequency of administration, duration, storage requirements where relevant and expiry date. The Green Room Foundation will not accept unlabelled medication. Only reasonable quantities should be provided.
- **Storage** – Medication will be kept securely and in accordance with its storage requirements. Essential medication must remain readily accessible and must not be locked away where this could delay access in an emergency.
- **Administration** – Staff will only administer medication where they have received appropriate training, are competent and have been authorised to do so. Staff will follow the instructions provided and the student's IHP or relevant healthcare plan. Staff must follow the instructions provided with the medication and must not change the dosage or administration arrangements on the instruction of a parent/carer. Any change to

medication or dosage must be supported by appropriate medical advice and updated instructions.

- **Self-administration** – Students will be encouraged to administer their own medication where appropriate and safe. This will be agreed with the student, parent/carers and relevant staff, with supervision or support provided where required.
- **Recording** – Medication administered to a student will be recorded on the appropriate Record of Medication Administered.
- **Refusal or missed doses** – Students will not be forced to take medication. Where a student refuses medication or a dose is missed, parents/carers will be informed as appropriate and the relevant medical or emergency procedure followed where necessary.
- **Medication errors** – Any medication error will be reported immediately to the Named Medical Lead/Head of Provision, appropriate medical advice will be sought where necessary, and the incident will be recorded and reviewed.
- **Disposal** – Parents/carers are responsible for renewing medication and ensuring that it remains in date. Medication that is no longer required or has expired will be returned to the parent/carers for safe disposal through an appropriate pharmacy. Sharps will be disposed of using an appropriate sharps bin. Parents/carers are responsible for ensuring that medication remains in date and is renewed when supplies are running low. Parents/carers should inform the Foundation when medication is no longer required.
- **Emergency medication** – Emergency medication, including asthma inhalers and adrenaline auto-injectors, will be readily accessible and taken on relevant trips and off-site activities in accordance with the student's IHP or action plan.
- **Controlled drugs** – Controlled drugs will be stored securely and managed in accordance with their legal requirements and the student's individual arrangements.

Medicines during Trips and Offsite Activities

The Green Room Foundation will make every reasonable effort to ensure that students who require medication can participate fully in trips, visits and other off-site activities. Medical needs will be considered as part of the planning and risk assessment, with appropriate arrangements made to ensure medication remains available and students can be supported safely.

- **Medication access** – Students must have access to any medication they may need during the activity. Essential or emergency medication must be readily accessible and not stored where access could be delayed. Where medication needs to be administered during Foundation transport, the responsible adult will have clear written instructions and access to the medication required.
- **Trained staff** – Appropriate staff will be identified in advance and will have the necessary training and information to support students and administer medication where required.

- **Storage and transport** – Medication will be transported and stored safely, in line with its storage requirements. Staff responsible for the activity will know where medication is kept and how to access it.
- **Emergency medication** – Emergency medication, including asthma inhalers and adrenaline auto-injectors, must accompany the student where required and remain readily accessible throughout the activity.
- **Residential and overnight stays** – Additional arrangements will be made for residential and overnight stays, including secure storage, access to medication at all times and sufficient appropriately trained staff to support students. The student's IHP and any relevant action plans will be available to staff who need them.

Unacceptable Practice

The Green Room Foundation recognises that students with medical conditions should be supported according to their individual needs. Staff should use their professional judgement and refer to the student's Individual Healthcare Plan and relevant medical advice. It is not generally acceptable practice to:

- Prevent a student from easily accessing or using their medication when it is needed.
- Assume that students with the same medical condition will require the same treatment or support.
- Ignore the views of the student or their parents/carers, or relevant medical advice.
- Send a student home unnecessarily because of their medical condition or prevent them from taking part in normal provision activities, including lunch, unless this is set out in their IHP.
- Send a student who becomes unwell to the office or another area unaccompanied or with someone who is not suitable to support them.
- Penalise a student's attendance because of absences related to their medical condition, such as hospital appointments.
- Prevent a student from eating, drinking, using the toilet or taking other reasonable breaks where these are needed to manage their medical condition.
- Require, or make parents/carers feel obliged, to attend the provision to administer medication or provide medical support.
- Prevent a student from participating in The Green Room's activities, including trips and visits, or create unnecessary barriers to participation, such as requiring a parent/carer to accompany them where this is not necessary.

Monitoring, Reviewing & Insurance

The Green Room Foundation will monitor the implementation of this policy to ensure that students with medical conditions continue to receive appropriate support and that arrangements remain safe, effective and responsive to individual needs.

- **Policy monitoring** – The implementation of the policy and arrangements for supporting students with medical conditions will be monitored by the Leadership Team and Named Medical Lead.
- **Incident and near-miss review** – Medical incidents and significant near misses will be recorded and reviewed to identify any learning or changes needed to reduce the risk of recurrence.
- **Staff feedback** – Staff will be encouraged to raise concerns, identify gaps and provide feedback on the practical arrangements for supporting students with medical conditions.
- **Annual policy review** – This policy will be reviewed annually, or sooner where there are significant changes to legislation, guidance, medical arrangements or Foundation practice.

Insurance

The Green Room Foundation's insurance arrangements provide appropriate cover for staff supporting students with medical conditions and administering medication. Where a healthcare procedure falls outside routine medication administration, the Foundation will consider any additional training, advice or insurance requirements on a case-by-case basis.

This policy is approved by the CEO of The Green Room Foundation

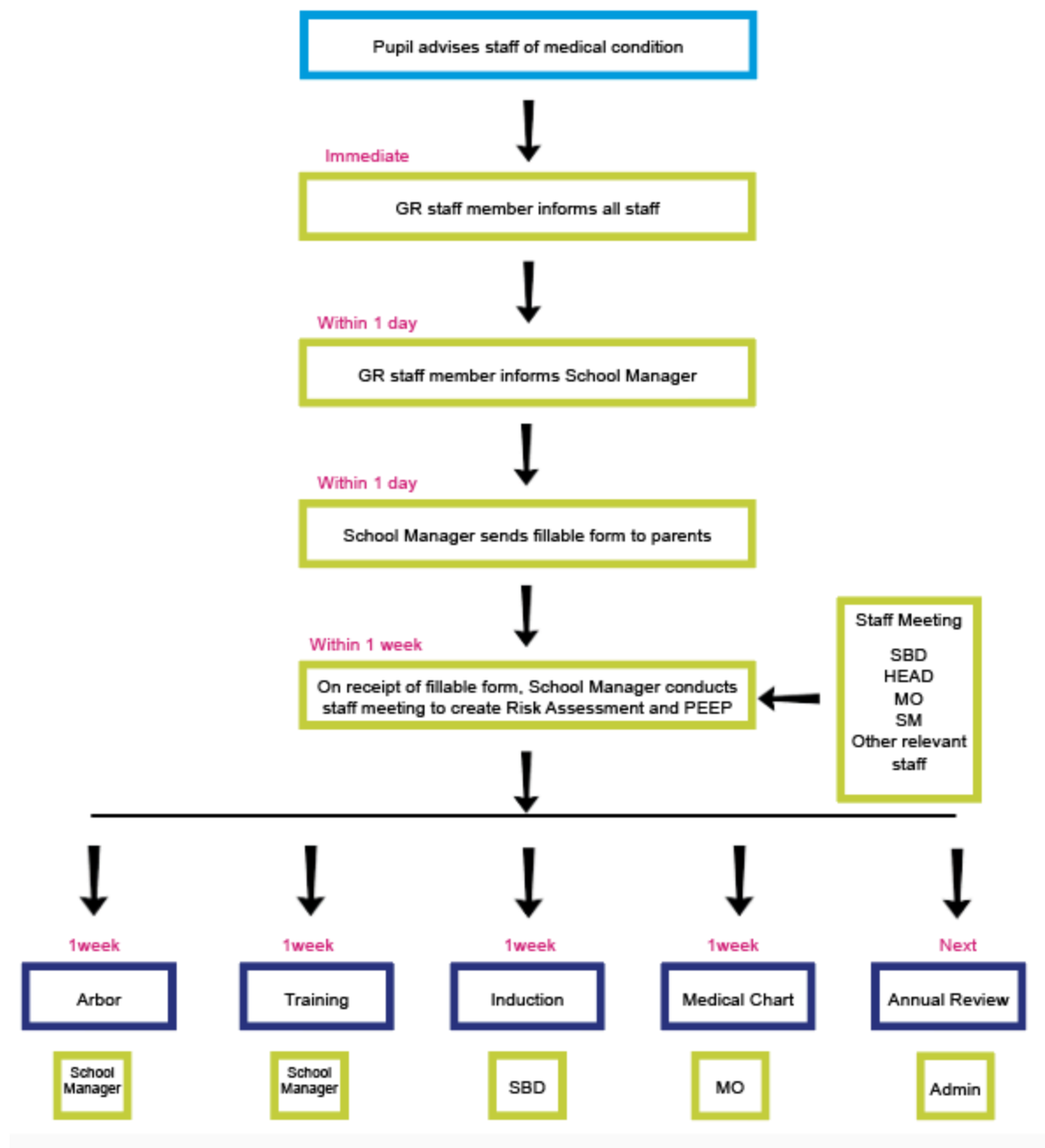
Date

CEO

Supporting Documentation and Appendices

IHP template	See appendix below
Medication consent form	See Provision Managers
Medication administration record for individual student	See appendix below
Medication administration record for all students	See appendix below
Staff training record	Training Register GRS
Medical incident/near-miss form	Form
Medical conditions procedure/flowchart	See appendix below
NB Allergy Action Plan and Asthma Action Plan	Both an Allergy Action Plan and An Asthma Action Plan are produced by Healthcare professionals and will be shared with The Green Room via parents.

Medical Incidents / Conditions Procedure Flow Chart





Individual Health and Medication Plan

This IHMP forms part of a child's Education Health Care Plan. I authorise Green Room staff to administer medication detailed below in school hours, or on school trips/activities out of school hours. Separate arrangements will be made for the child on school trips or activities outside school hours. Specific support for educational, social and emotional needs is documented in the child's Education and Health Care Plan.

Child's Details

Child's Name _____

Date of Birth _____

Medical diagnosis or condition _____

Date _____

Review Date _____

Family Contact Information (These individuals should be entrusted with information about the child's condition)

Name of contact _____

Phone no _____

Name of contact _____

Phone no _____

Name of contact _____

Phone no _____

Name of contact _____

Phone no _____

Clinic / Hospital Contact

Name of contact _____

Phone no _____

GP Contact

Name of contact _____

Phone no _____

Dentist Contact

Name of contact _____

Phone no _____

Describe resulting needs including medication (dose, side effects, storage) and other treatments, time, facilities, equipment, testing, access to food and drink needed to manage the condition.

Treatment and / or daily care requirements (eg administer medicine before sport / at lunchtime)

Describe training needs and expectations of Green Room Staff

Describe dietary or environmental issues to be considered in managing the condition

Describe what constitutes an emergency for the child and the action to take if this occurs, including if the child is able to take responsibility for their own health needs. Please include the child's emergency health plan which may have been provided by a lead clinician, if relevant.

Who to contact in an emergency_____

Who is responsible for administering the medication and where is it kept

Staff ☐ Pupil ☐ _____

Name of Parent / Carer_____ Date_____

Signature _____

For Office Use Only

Action:

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Care Plan:

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Training undertaken by staff if necessary - proficiency to be confirmed by healthcare professional. Note cover arrangements. Child concerned to be made aware of this plan.

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Record of Medicine Administered to an Individual child

Name of Child			
Date medicine provided by parent			
Quantity received			
Condition for which medicine is needed			
Name of Medicine			
Expiry Date			
Dose and frequency of medicine			
Quantity returned			
Staff signature			
Parent signature			
Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	_____	_____	_____
Time given	_____	_____	_____
Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____

Date	_____	_____	_____
Time given	_____	_____	_____
Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____

Date	_____	_____	_____
Time given	_____	_____	_____
Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____

Date	_____	_____	_____
Time given	_____	_____	_____
Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____

Record of medicines administered to all children

[illegible]

