Frome Vale Academy

Supporting pupils with medical conditions Procedures 2025/2026

Supporting children with medical conditions at Frome Vale Academy

The Senior Leadership Team and Academy Council at Frome Vale Academy wish to ensure that pupils with medication needs receive appropriate care and support at school which supports continuity of education and wellbeing. The Principal, as responsible officer, authorises members of the Academy staff in giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so, received the necessary training of Administering Medicine, and the administration of the medication is not unduly onerous. Each class has a 'Class profile' folder where individual medical needs are documented and administration recorded.

At the start of each academic year parent/carers are required to complete a data collection sheet which will include medical conditions and dietary restrictions. Individual prescribed medication forms need to be completed for each prescribed medication.

Parent/carers are to be informed that prescribed medication will not be accepted in school without the completed written and signed instructions from the parent and medication received in a named package.

Academy staff must only administer other non-prescribed medications such as Calpol or cough medicine when permission has been sought and obtained (e.g. parents work full time outside of the school catchment area). Parents may bring a bottle of Calpol into the school, or we can administer the school Calpol if preferred. Alternatively, parents, may by arrangement, call into the school to give their child non-prescribed medicines.

Asthma inhalers/Epipens may be kept securely in the pupil's classroom for self-medication. Frome Vale will follow this procedure, however only for pupils who have a signed care plan. Staff should read both Allergen and Anaphylaxis Management Policy and Supporting Pupils with Medical Conditions Policy in conjunction with this procedural document.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time). Empty medication or out of date medication boxes/bottles will be returned to the parent/carer for their disposal and carers will be told when supplies are getting low.

Each item of medication must be delivered to the Academy Office, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:

- Pupil's Name.
- Name of medication.
- Dosage.
- Frequency of administration.
- Date of dispensing.
- Storage requirements (if important).
- Expiry date.

The school will not accept items of medication in unlabelled containers.

Medication will be kept in a secure place in the senior leadership zone, out of the reach of pupils. However, asthma/allergy medication will be also kept in the child's classroom to allow for easy and quick administration.

The school will keep records of administration, which are available for parents.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date. Parents will be reminded if staff identify supplies are running low on a best endeavours basis.

The school will not make changes to dosages on parental instructions.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal. A monthly audit of all medication should take place.

For each pupil with long-term or complex medication needs, the Principal, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals. Medical plans are kept in the class profile folders.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be

exceptional occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

Where pupils have medication needs these should be included on the trip/activity risk assessment detailing how the risk is to be mitigated. During trips parent/carers may need to be advised to make arrangements to be readily contactable.

All staff will be made aware of the procedures to be followed in the event of an emergency.

Staff with Administration of Medicine Training are:

Administration of Medicine Trained

Janet Saunders – expires 4/11/2026
Cath Grady – expires 1/11/2026
Maria Cerepanova – expires 11/7/2027
Lynn Ovens – expires 26/10/2027
Ricki Petchey – expires 25/09/2028