



2023-2024

Hampstead Fine Arts

Medication Policy

Medication Policy

Created: 20th September 2019 by Tim Lyne & Oonagh Ryan

Reviewed: 4th September 2023

Reviewed by: Sarmad Ismail & Julie Cope

Next Review: August 2024

In the event that one of our student's suffers from, or develops a health condition that requires treatment or condition management, we will follow the processes outlined below in order to ensure we are supporting their medical, educational, social and emotional needs.

During the enrolment process the parent/guardian(s) for each new student is sent a Medical Form to be completed for their child. This is sent by the Director of Admissions prior to the student starting at Hampstead Fine Arts College.

Once the completed form has been returned to us it is checked by the Deputy Head - Pastoral. They will check each form for any answers which require further information or will require an action from the College to ensure we are supporting the child's medical, educational, social and emotional needs.

If the additional information required is medical, then the Additional Emergency Medical Form will be sent from the Deputy Head - Pastoral to the parent/guardian(s) of the student to be completed. This will be sent with an explanation of why the additional information is required.

Once this has been completed and returned to the Deputy Head - Pastoral, they will meet with the student and parent/guardian(s) to develop an Individual Healthcare Plan (IHP) for the student. This will include:

- **Child's details**
- **Emergency contact information**
- **Details of condition(s)**
- **Current medication**
- **Does child self-administer medication: Yes (We have medication locked away at reception to hand to students when needed who will administer themselves with parents permission)**
- **Side-effects of medication**
- **Information about treatments**

- **Specific support or equipment required (for medical, educational, social, emotional needs)**
- **Activities that require special precautions, and how to manage**
- **Could child's condition(s) lead to Emergency Procedures: Yes/No (If Yes, please explain emergency procedures and appropriate First Aid)**
- **Emergency medication (only to be administered by named and trained members of staff):**
- **Epipens stored in safe in reception. Lockable fridge for any medications that need to be stored in cold will be accessible in Deputy Pastoral office.**
- **Any other relevant information**

If the additional information required from the initial Medical Form is not medical, then the Deputy Head - Pastoral will have a similar meeting with the parent/guardian(s) of the student or the appropriate local authority in order to gather the additional information is required.

Once the Deputy Head - Pastoral has all the information required from these discussions with the student/parent/guardian(s)/local authorities they will pass any relevant information to other staff and check that any arrangements are in place to support the student's medical, educational, social and emotional needs.

Additional Points:

- The Deputy Head - Pastoral will be the only staff member who can store and administer medication at College (in exceptional emergency circumstances a named and trained first-aider will be permitted to do so)
- All medication administered by the Deputy Head - Pastoral should be administered in a medical room (in exceptional emergency circumstances this may not be possible)
- A Medication Log will be kept by the Deputy Head - Pastoral and signed by them, the student, and an additional staff member when any medication has been administered.
- If medication must be administered on a study trip, the Deputy Head - Pastoral will arrange for the First Aider on the trip to do this, this will be agreed prior to the trip with the student and their Parent/Guardian.
- An up to date copy of each IHP (individual healthcare plan) will be kept in the Safe in the exams and Careers Office(s) to be given to emergency services if required
- The IHP will be reviewed by the Deputy Head - Pastoral and the student's parent/guardian(s) annually or anytime that there is a change to the student's condition/treatment
- If a student develops a health condition that requires treatment or condition management once they have already been enrolled, the College must be informed, this is stated in the contract. The process outlined in this document is then initiated within 1 week of notification

September 2023

Reviewed by: SI