



2025-2026

Hampstead Fine Arts

Medication Policy

Medication Policy

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

Reviewed: 2nd August 2025

Reviewed by: Sarmad Ismail

Next Review: August 2026

Should a student develop a health condition that requires medication to be taken onsite or condition management, the College will ensure compliance in supporting all medical needs by following the process outlined in this policy.

During the enrolment process for new students, all parent/guardian(s) are required to complete a Medical Form for their child. This is sent by the Director of Admissions prior to the student starting at Hampstead Fine Arts College. The Deputy Head (Pastoral) will then verify if any further information is necessary in order to meet the child's medical needs whilst on site. If clarification or a more detailed breakdown is required, an Additional Emergency Medical Form will be sent to the parent/guardian of the student.

When all relevant documentation has been completed, the Deputy Head (Pastoral) will arrange a meeting with the appropriate parties in order 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/No**
- **Side-effects of medication**
- **Information about treatment**

- **Specific support or equipment required (for Medical, Educational, Social, Emotional needs)**
- **Activities that require special precautions, and ongoing management**
- **Could the 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)**
- **All Epipens are securely stored at Reception.** (Lockable fridge for any medications that need to be stored in cold will be accessible in Deputy Pastoral office)
- **Any other relevant information**

*All medication is kept secure at Reception and is handed to students for self-administration in accordance with parental and medical professional guidance. Any temperature reliant medication will be securely stored in a medication fridge in the Deputy Head (Pastoral) office.

All relevant information gathered will then be disseminated to the appropriate staff so arrangements can be put in place to support the student's medical, educational, social and/or emotional needs. All non-medical disclosures will be managed by the Deputy Head (Pastoral) in accordance with College Policies.

Additional Points:

- The Deputy Head (Pastoral) and authorised administrative staff can store and manage medication at college (and, in exceptional circumstances a named and trained first- aider)
- All medication administered by the Deputy Head (Pastoral) should be administered in a medical room, where possible.
- A Medication Log will be managed by the Deputy Head (Pastoral) and signed by the student. An additional staff member must be present when any medication is being administered.
- If medication must be administered on an Educational Visit, the Deputy Head (Pastoral) will liaise with the visit lead and the plan 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, as is stated in the contract. The process outlined in this document is then initiated within 1 week of notification.

2nd August 2025

Reviewed by: SI