

Lift Schools documents

Supporting Pupils with Medical Conditions Local Arrangements

Domain of application	Greenwood Academy
Review cycle	One year
Approved by	Zoe Bidmead, Regional Education Director
Date of last review	September 2024
Date of next review	September 2025

Greenwood Academy - Supporting Pupils with Medical Conditions Local Arrangements

This document supplements the trust wide [Supporting Pupils with Medical Conditions Policy](#).

Role	Name	Contact details
Associate Principal	Richard Johnson	rjohnson@greenwoodacademy.org
Senior leader responsible for implementation of the trust wide policy and ensuring local arrangements are clear	Hannah Savage	hsavage@greenwoodacademy.org
SENDCo	Kim Silvers	ksilvers@greenwoodacademy.org
School nurse or other healthcare professional support provisions	Northeast SN Team (Birmingham Community Healthcare NHS Foundations Trust)	bchnt.northeastsnteam@nhs.net
Person with delegated responsibility for individual healthcare plans (IHPs)	Helen Lander	hlander@greenwoodacademy.org

Local arrangements

All medicines, controlled substances or not, are locked away in the Office Stationery cupboard with the exception of ADHD medication that is administered by the Academy ADHD lead.

ADHD medication is stored in a secure medicine cabinet in room 1.26 and administered by the ADHD lead with one exception which is stored in the locked Reception storage cupboard and administered by the students' Head of Year.

Paracetamol is stored securely in the locked Office Stationery cupboard and will only be administered by Heads of Year or identified Office staff with parental consent. A record will be kept on this document. [Greenwood Academy - Administering Paracetamol Form \(portrait\)](#)

Review of the usage and patterns and trends takes place by the site Health and Safety lead weekly.

Emergency epipens and inhalers are stored in the locked First Aid Stock Cupboard behind reception.

A Bleed Kit is stored in reception.

Defibrillators are stored in the Reception and Sports Hall Vestibule.

IHPs are scanned into Arbor and displayed on the boards in the School Office.

All medicines, controlled substances or not, are locked away in the Office Stationary cupboard with the exception of the ADHD medication detailed above.

Pupil allergy information is detailed on Arbor and Allergy Action Plans are displayed on boards in the School Office.