

City of London School Medicines and Medical Conditions Policy

1. Introduction

- 1.1 The aim of the policy is to provide clear guidance and information on how the School ensures promotion of an inclusive community that supports and welcomes pupils with medical conditions, providing pupils with medical conditions the same opportunities as other pupils at the School. Through it, the School **aims** to:
- promote, where possible, regular school attendance by those requiring medication
 - ensure that the health needs of those requiring medication are met as much as possible
 - provide a safe environment in which everybody can work or learn.
- The policy also aims to provide clear guidance and information on the use and storage of medication in School.
- 1.2 This policy has been devised for use by School Staff, Pupils and Parents. The policy adheres to the principles set out in the Royal Pharmaceutical Society's [Professional guidance on the safe and secure handling of medicines](#) (2018) and [Professional guidance on the administration of medicines in healthcare settings](#) (2019) and to the guidance given in the Department of Education's [Supporting pupils at school with medical conditions](#) (2017).
- 1.3 This policy should be read in conjunction with:
- The Health and Safety Policy
 - The First Aid Policy
 - The Educational Visits Policy
 - Government [advice on Pandemic Flu](#) (last updated 2017).
- 1.4 This policy has regard to Part 3 (Welfare, health and safety of pupils), Paragraphs 11 (Health and Safety) and 13 (First Aid) of the Independent School Standards Regulations.

2. Acquiring and sharing information about medical conditions

- 2.1 On entrance to the School, a Medical Form (see Annex 1) must be completed by parents and returned. This provides the opportunity for parents to share information about their son's medical conditions. Should the need arise, this information is followed up by the School Nurse and Individual Healthcare Plans (see [the Individual Healthcare Plans section](#) below) are drawn up for each pupil who has specific needs in relation to their condition. This need will be reviewed on an annual basis or at any other time if a child's needs have changed.

- 2.2 Should a medical condition be diagnosed or should the management of an existing condition change during the course of a pupil's time at the School, it is the responsibility of parents to update the School about the change: *this should be done by informing the School Nurse (who may be contacted at schoolnurse@cityoflondonschool.org.uk).*
- 2.3 The School understands that certain medical conditions can be serious or potentially life threatening, particularly if ill-managed or misunderstood. Though information is held confidentially, it may be shared, at the discretion of the School Nurse, when it is deemed necessary, *in order to promote the welfare of a pupil*, for other members of staff or other health professionals to have this knowledge.

3. Information about medication required by pupils or staff

- 3.1 It is likely that pupils may at some point throughout their time at the School require medication. It is important for the School to be made aware of any medication (regular, or otherwise) a pupil may be taking, regardless of the length of time for which it is to be taken, or of any medication prescribed to be taken in the event of a deterioration of a condition with which a pupil lives (i.e. Emergency Medication).
- 3.2 Provision for making the School aware of medication required is initially made by using the Medical Form completed on entrance to the School (see Annex 1). *Subsequently, the information provided at entry (which may no longer be current) may be updated or amended at any time by resubmitting the Medical Form to the School Nurse.*
- 3.3 It is the sole responsibility of those pupils requiring medication, or of those with parental responsibility for such children, to ensure that the School is made aware of this information in a timely fashion.

4. Individual Healthcare Plans

- 4.1 Individual Healthcare Plans are devised in conjunction with the pupil, their parents and the School Nurse in order to give a pupil the most effective care possible.
- 4.2 Individual Healthcare Plans will consider the following (as per the DfE's guidance *Supporting pupils at school with medical conditions*):
- **The medical condition:**
triggers, signs and symptoms
 - **Resulting needs:**
medication (dose, side effects and storage), other treatments, time, facilities, equipment, testing, access to food and water, dietary requirements and environmental issues
 - **Support for the pupil:**
taking into consideration the pupil's educational, social and emotional needs

- **Written permission from parents for medication to be administered:**
Written permission from parents for medication to be administered by staff or self-administered by the pupil during school hours may be provided using the Permission for Medication form (see Annex 2)
- **What to do should an emergency arise:**
whom to contact and the steps needed to be taken to give the pupil the best outcome

5. Different categories of medication within School

5.1 CONTROLLED DRUGS (CDs)

Controlled drugs are medications that have been prescribed by a medical professional for the use of a named individual and which, under the *Misuse of Drugs Regulations (2001)*¹, must be locked away in a non-portable container which is accessible only to named staff. This container will then be strictly monitored, and all uses of the medication will be recorded in a dedicated book. The prescription will determine dosage, frequency and method of administration.

5.2 PRESCRIPTION MEDICATION (PM)

Prescription medication is medication which has been prescribed by a medical professional for use by a named individual. Although this should also be stored securely, it is not subject to the same rigorous monitoring as CDs. The prescription will determine dosage, frequency and method of administration.

5.3 EMERGENCY MEDICATION (EM)

Emergency medication is medication prescribed by a medical professional to treat a named individual for a potentially life-threatening condition. This may include CDs or PM. There are specific recognised circumstances when this medication **must** be administered. Only trained staff may administer this medication in **line** with the pupil's Individual Healthcare Plan.

5.4 OVER-THE-COUNTER (OTC) MEDICATION

Over-the-counter medication, unlike CDs and PM, can be bought without a prescription and, therefore, comes with generic directions for use and not specific directions for use by an identified person.

6. Storage and carriage of medication at the School or during School activities

- 6.1 If possible, the administration of any medication should be scheduled outside of school hours. If, however, the medication is required at school, the storage of CDs or PM will only be accommodated in school if a Permission for Medication Form (see Annex 2), or a signed Individual Healthcare Plan, **has been provided to the School Nurse** and if the medication complies with the following criteria:

¹ See http://www.legislation.gov.uk/uksi/2001/3998/pdfs/uksi_20013998_en.pdf

- Medication is in the original container in which it was dispensed
 - The original dispensing label **is** intact, and all necessary instructions **are** clearly visible
 - The name of the person for whom the medication was prescribed is clearly **visible** on the label
 - The dosage and frequency of the medication is clearly displayed on the label
 - The route of administration is clearly displayed on the label
 - The expiry date is clearly displayed on the label
- 6.2 CDs **must** be delivered to the School Nurse and stored in a locked cupboard while on school premises.
- 6.3 Pupils can carry and administer their own PM or OTC medications if they:
- do so in a responsible manner
 - ensure that it is solely for their own personal use
 - follow the directions on the packet
- Any lost or found medication should be reported, as soon as possible, to Reception or, **where found during** an activity outside of the School, the member of staff responsible for the trip / visit.
- 6.4 The School Nurse stores a supply of OTC medication in a wall-mounted, locked, medicine cabinet in the Medical Centre. The stock of medication in this cabinet is limited in accordance with guidelines on the amount of medication which should be stored in schools at any one time.
- 6.5 **School trips**
- **When planning and preparing for** school trips, staff can request OTC medication from the School Nurse when they ask for medical details of pupils. Medication will be provided in a small bag which should be kept separate from first aid kits and be accessible only to staff.
 - On the medical details requested for pupils participating in specific trips, the member of staff will note whether consent has been given for a pupil to receive OTC medication.
 - Should PM be required during a school trip, the member of staff responsible for the trip should obtain a copy of the Medication Form from the School Nurse. Responsibility for the administration of the medication should be negotiated between the pupil and member of staff **before the trip commences** so that both are clearly aware of their roles.
 - Should CDs be required during a school trip, the member of staff responsible for the trip should remain in possession of the medication and ensure that it is kept securely at all times.
- 6.6 **The School cannot be held responsible for any problems experienced related to medication about which the School Nurse has not been notified and which pupils self-administer.**
- 6.7 EM prescribed by a medical professional to treat a named individual for a potentially life-threatening condition **must** be provided by parents / **carers** to **be held** in school **so that it may be accessed by staff** at any time that it may be needed. **Such EM will be stored in a 'School Emergency Medication Kit' (SEMK) (in an orange container provided by the**

School), which will also contain an Individual Healthcare Plan specific to any person for whom EM has been prescribed.

6.8 SEMKs are held in Reception for pupils who have allergies requiring an adrenaline auto-injector or in the Medical Centre for pupils who have other medical conditions. These are easily identifiable as belonging to a named pupil and are accessible to staff at all times. The School's policy on the use of SEMKs for pupils with allergies is given in *Annex 5: Emergency Medication (AAs) for off-site activity*².

6.9 **Maintenance of EM at School: the cold chain**

Where some medication needs to be kept refrigerated this will be kept in a refrigerator dedicated to the keeping of medication. This is located within the Medical Centre and is kept locked. This refrigerator will have its temperature checked daily during term time to ensure the stability of the medication retained within, and pupils will be advised to take their medication home during school holidays.

6.10 **Maintenance of EM at School: checking expiry dates**

It is the responsibility of the parent / carer to note the expiry date of any prescribed EM (including AAs) provided to the School and to ensure it is replaced before that expiry date has passed. Pupils should be encouraged to regularly check the expiry dates of EM any time they have their SEMK in their possession and to inform their parent / carer if the expiry date is approaching. The School Nurse will endeavour to provide termly reminders, but this should not be relied upon as the sole means of checking expiry dates.

6.11 **Disposal of medication**

Disposal of expired medication provided to the School for the use of an individual pupil is the responsibility of the person who supplied it to the school; such medication will be returned to the named pupil when it has expired.

7. Parental consent and administration of medication by School staff, including over-the-counter (OTC) medication

7.1 No medication will be given to a pupil in OG through to Fifth Form by any member of staff without the prior written consent of parents / carers.

This consent is provided on the Medical Form when the pupil begins at the School. Any decision to change consent status during the school year, including withdrawing consent, should be provided to the School Nurse on a new 'Consent for Over the Counter Medication Form' (see Annex 3).

7.2 The School has a small supply of emergency salbutamol inhalers. These are only for use by pupils who have been diagnosed as asthmatic or prescribed a reliever inhaler, and only if the School has received written parental consent for their use (see Annex 4). These will be stored in the Medical Centre so as to be available for emergency use.

7.3 Staff should only administer medication once the following has been checked:

- The name of the recipient

² Also see the Department for Health's [Guidance on the use of adrenaline auto-injectors in schools](#) (2017)

- Any medication already taken by the recipient that day and times when taken
 - Any allergies or existing medical conditions of the recipient contraindicating the medication
 - The nature of the illness or injury
 - The medication's strength, dosage and route of administration
 - Side-effects and what to do if they occur (see the user leaflet inside the medication packet)
 - The expiry date of the medication
 - That parental consent has been obtained for OTC medication (OG to Fifth Form only)
 - CDs and PM have been supplied in line with the details above and instructions are followed
- 7.4 Any member of staff may administer CDs, PM or OTC medication in accordance with this policy. Should staff wish to receive further training on administration of medication they should consult the School Nurse (see also the *Staff Training* section).
- 7.5 Only those members of staff who have undergone training through the School, or who have been identified as being qualified through training undertaken before joining the School, and which is still valid, may administer EM.
For this reason, no pupil with EM should participate in School activities off-site unless a trained member of staff accompanies them.
- 7.6 All pupils are entitled to privacy for the administration of any medication especially where invasive techniques are required. Privacy will be maintained as far as possible (and in accordance with child protection guidelines). This will maintain the dignity of the pupil concerned. Privacy will also allow the pupil the opportunity to discuss any confidential matters with the School Nurse / staff involved.
- 7.7 **Informing parents /carers**
Parents / carers will be provided with details where necessary when OTC medicine has been administered by the School Nurse.
As pupils are entitled to confidentiality when visiting the School Nurse, and so not all medications administered will, necessarily, be reported to parents.

8. Procedure to be followed in the event of a medication error

- 8.1 The School Nurse will keep a record (in the pupil's medical notes section of the School's Information Management System) of every occasion where any medication is administered to a pupil. These records will include all relevant details of the medicine, its dosage and the reason for administration. Only the School Nurse will have access to such records.
- 8.2 In the unlikely event that a pupil is given the wrong medication, the wrong dose or at the wrong time, the School Nurse (or other member of staff administering the medication) will:
- Ensure that any necessary first aid is promptly administered
 - Ensure that, if necessary, the pupil is transferred to hospital for further treatment / investigation

- Inform a parent / *carer* of the situation and provide any relevant information and / or advice as soon as is possible
- Record all necessary information and keep it securely with the pupil's medical records

The Senior Deputy Head must also be informed, who will consider what other actions (e.g. further staff training) may be necessary and appropriate.

9. Staff training regarding common medical conditions

- 9.1 There are certain medical conditions which the School believes necessitate training for all staff to ensure that they feel confident in encouraging and managing pupils with medical conditions. These conditions include Anaphylaxis, Asthma, Diabetes and Epilepsy, though this is not an exhaustive list. The School aims to provide regular basic training on recognition and management of these conditions for relevant staff, both during staff training days and also as the need arises.
- 9.2 Notices produced by the School Nurse giving information about medical conditions are displayed in classrooms or the Staff Common Room as appropriate. Staff *are also expected to* access reference material provided on the intranet or in the Medical Centre to ensure their knowledge is kept up to date, thereby ensuring that **all** staff are aware of common medical conditions and how they may affect the pupils in their care. Having accessed such information, staff are required to ensure that they make any necessary adjustments to ensure that pupils with a medical condition are not endangered or hindered from participation by the classroom environment or by activities associated with lessons.
- 9.3 Staff intending to take pupils with specific conditions on trips or visits away from the main School site should ensure that they, or another member of staff accompanying them on the trip, feel confident and competent to manage the condition(s) before the trip departs. Should this not be the case, alternative arrangements should be investigated with the School Nurse and, if reasonable, action taken to ensure all pupils are able to participate safely. *[For further guidance, please the Educational Visits Policy.]*
- 9.4 Should staff wish to learn more about a specific medical condition, they are encouraged to arrange a meeting with the School Nurse.

10. Pupils with disabilities

- 10.1 A person is disabled under the *Equality Act (2010)*³ if they have a physical or mental impairment that has a *substantial* (defined as more than minor or trivial⁴) and *long-term*

³ See <http://www.legislation.gov.uk/ukpga/2010/15/contents> and the DfE guidance [The Equality Act 2010 and schools](#) (2014)

⁴ e.g. it takes much longer than it usually would to complete a daily task like getting dressed.

(defined as twelve months or more⁵) negative effect on that person's ability to do normal daily activities.

- 10.2 The School welcomes pupils with a disability. Parents and pupils or current or prospective pupils can feel confident that the School is aware of and adheres to the *Equality Act 2010* legislation covering people with a disability.
- 10.3 The *Equality Act 2010* deals with the way in which schools treat pupils and prospective pupils with a disability. The School recognises the duty to ensure that pupils with a disability do not experience discrimination because of their condition and will make all reasonable adjustments to provide auxiliary aids and services to pupils as necessary.
- 10.4 The School seeks to alleviate disadvantages experienced or anticipated by pupils with a disability. In consultation with pupils, parents and health care workers, the School will aim to meet the particular needs of pupils, once identified, wherever possible; **these needs will be identified in the pupil's Individual Healthcare Plan.**

11. Contingency Plan for dealing with Pandemic Influenza

- 11.1 In the event of an incident of pandemic influenza, the school will respond in line with its Critical Incident Plan. This will be informed by the London Resilience Partnership's [Pandemic Influenza Framework](#) guidance and the Government's [Pandemic Flu](#) guidance (last updated 2017).
- 11.2 Further guidance about controlling the spread of infections is given in the City of London Corporation's *Infection Control Guidance* (see Annex 6).

12. Monitoring and Review of Policy

- 12.1 This policy will be reviewed annually (or more regularly where required) prior to approval by Governors.

Policy last reviewed by:	RMB (Senior Deputy Head)
Date policy last reviewed:	August 2019 (changes as shown)
Approved for the Governors:	Board of Governors
Date approved:	8 October 2019

⁵ e.g. a breathing condition that develops as a result of a lung infection.

Annex 1: City of London School Medical Form

City of
London
School

City of London School Medical Form

STRICTLY CONFIDENTIAL			
<p>Please ensure that you have addressed ALL the areas on this form <i>before returning it</i>. This information will be held confidentially by the School Nurse but may be shared with other relevant professionals or City of London School staff, only <i>when deemed necessary</i> and at the discretion of the School Nurse.</p>			
Name:		Date of Birth:	Class:
GP Surgery:		GP Telephone:	

Mark the appropriate boxes on the left with an X and provide details in the box on the right		
		Please give details:
<input type="checkbox"/>	Hearing Difficulties	
<input type="checkbox"/>	Eyesight Issues	
<input type="checkbox"/>	Physical Disability	
<input type="checkbox"/>	Epilepsy / Seizures	
<input type="checkbox"/>	Diabetes	
<input type="checkbox"/>	Asthma	
<input type="checkbox"/>	Anaphylaxis (Epipen required)	
<input type="checkbox"/>	Allergies (other than above)	
<input type="checkbox"/>	Migraines	
<input type="checkbox"/>	Behavioural Difficulties	

<input type="checkbox"/>	My son has a medical condition not listed above. <i>Please give details:</i>
<input type="checkbox"/>	My son is unable to take part in some school activities on medical grounds. <i>Please give details:</i>

MEDICATION	
<i>Mark the appropriate boxes with an X or leave blank</i>	
<input type="checkbox"/>	My son requires prescribed medication. <i>Please state drug, strength, dosage, frequency and purpose:</i>
<input type="checkbox"/>	This medication is required during school hours. <i>(At all times parents / guardians are responsible for ensuring medication at school is in date.)</i>
	<i>If you wish any of these drugs to be held in School for your child's sole use, please contact the School Nurse to request a permission form for the administration of this medication at school. Medication must be provided in the original box containing the medication with the expiry date, name of pupil and prescription instructions.</i>
<input type="checkbox"/>	I consent to CLS staff administering appropriate ' over the counter medication ' to my son to treat minor ailments while he is in their care provided they adhere to information provided in this form and literature contained in medication packets. <i>[Over the counter medication is readily available from a pharmacy without a prescription and may be used to treat mild ailments including a headache or sore throat. Without written consent pupils below the 6th Form will not be given any such medication.]</i>
	Please note this consent is valid throughout your son's time at CLS. However, you may withdraw consent at any time by contacting the School Nurse at: schoolnurse@cityoflondonschool.org.uk.
<input type="checkbox"/>	My son should NOT be given the following over the counter medication under any circumstances. <i>Please give details:</i>

IMMUNISATIONS	
<i>Mark only one box with an X</i>	
<input type="checkbox"/>	ALL pre-school vaccinations have been administered in accordance with UK Childhood Immunisation Programme.
<input type="checkbox"/>	SOME but NOT ALL pre-school vaccinations have been administered (<i>include details below</i>).
<input type="checkbox"/>	NO vaccinations have been administered.
	<i>Please give details:</i>
	<i>If you are unsure as to the immunisations received by your son, you may find it helpful to check his 'Red Book'.</i>
CLS Immunisation Programmes run by City and Hackney Immunisation Team (details will follow at the appropriate time):	
4th Year: Tetanus, Diphtheria & Polio (Td/IPV), Measles, Mumps & Rubella catch-up (MMR) & Meningococcal ACWY (MenACWY)	

IN LOCO PARENTIS					
As a condition of entry to CLS, staff are permitted to act 'in loco parentis' in emergency situations in the absence of those with parental responsibility. Please provide contact numbers for those with PARENTAL RESPONSIBILITY for use by the emergency services in the event of such an emergency.					
Emergency Contact Number 1:		Contact Name:		Relation:	
Emergency Contact Number 1:		Contact Name:		Relation:	
The information provided on this medical form is accurate as of the time of writing. I understand that it is my responsibility to update the SCHOOL NURSE (at schoolnurse@cityoflondon.school.org.uk) should any of this information change.					
Signed:		Print:		Date:	

Annex 2: Permission for Medication Form



City of London School Permission for Medication Form

<i>Please use a separate form for each medication and ensure that ALL white areas are completed.</i>								
Pupil's Name:								
Purpose / Condition:	<i>Please give details:</i>							
Medication:	<input type="checkbox"/>	Allergies	<input type="checkbox"/>	Behavioural Difficulties	<input type="checkbox"/>	Hearing	<input type="checkbox"/>	Seizures
	<input type="checkbox"/>	Anaphylaxis	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	Migraines	<input type="checkbox"/>	Other
	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	Eyesight	<input type="checkbox"/>	Physical Disability		
	<i>Please give details:</i>							
Date Commenced:								
Common side effects of which to be aware:								
<i>Having provided the above medication in the original container in which it was dispensed and having ensured that the original dispensing label is intact with all necessary instructions clearly visible, I consent to the above prescription medication being administered to my son by CLS Staff in accordance with instructions on the label.</i>								
Signature of Parent / Guardian:				Print name (of Parent):			Date:	

Annex 3: City of London School Consent For Over the Counter Medication Update Form

City of
London
School

City of London School Consent Form for Over-the-Counter medication Update Form

This consent form is required for the School to be able to provide Over the Counter Medication to a pupil.					
Pupil's Name:					
Pupil's Form & Year Group:				i.e. 1, 2, 3, 4, 5	
Place 'X' in box if in agreement with the statement					
<input type="checkbox"/>					
I consent to School staff administering appropriate 'over the counter medication' to my son to treat minor ailments while he is in their care provided they adhere to information provided in this form and literature contained in medication packets.					
[Over the Counter Medication includes, but is not restricted to: Paracetamol & Ibuprofen (pain relief), Calcium Carbonate (upset stomachs), Antiseptic Throat Lozenges (sore throat), Loratadine (antihistamine), Imodium (diarrhoea), Cinnarizine (motion sickness), Wasp-eze (stings), Burn-eze (burns) - check online for ingredients]					
<input type="checkbox"/>					
My son should NOT be given the following over the counter medication under any circumstances:					
Please give details:					
<input type="checkbox"/>					
I understand that failure to complete and return this form will result in over the counter medication not being offered to my son.					
Please note that this form will be valid throughout your son's time at the School. However you can withdraw consent at any time by emailing the School Nurse at: schoolnurse@cityoflondonschool.org.uk					
Signature of Parent / Guardian:		Print name (of Parent):		Date:	

Annex 4: Use of Emergency Salbutamol Inhaler Consent Form



City of London School Consent Form for Over-the-Counter medication Update Form

This consent form is required for the School to be able to provide emergency Salbutamol inhaler in the event of a pupil showing symptoms of asthma or having an asthma attack.	
Pupil's Name:	
Pupil's Form & Year Group:	
Place 'X' in box if in agreement with the statement	
<input type="checkbox"/>	I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler. [Please delete as appropriate].
<input type="checkbox"/>	My child has a working, in-date inhaler, clearly labelled with his name, which he will bring with him to school every day.
<input type="checkbox"/>	In the event of my child displaying symptoms of asthma, and if his inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the School for such emergencies.
<input type="checkbox"/>	My son should NOT be given the following over the counter medication under any circumstances:
	<i>Please give details:</i>

Please provide parental contact details below:	
<i>Address:</i>	
<i>Email:</i>	
<i>Telephone:</i>	
Signature of Parent / Guardian:	
Print name (of Parent):	
Date:	

Annex 5: Emergency Medication (AAIs) for off-site activity

1. Introduction

- 1.1 All pupils prescribed an adrenaline auto-injector (AAI) by a medical professional to treat a severe allergic reaction should carry a 'personal emergency medication kit' (PEMK) on their person at all times.
- 1.2 In addition, AAIs prescribed by a medical professional to treat a named individual for a potentially life-threatening allergy **must** be provided by parents / carers to be held in school so that it may be accessed by staff at any time that it may be needed. Such EM will be stored in a 'School Emergency Medication Kit' (SEMK) (in an orange container provided by the School), which will also contain an Individual Healthcare Plan specific to any person for whom an AAI has been prescribed.
- 1.3 SEMKs are held in Reception. These are easily identifiable as belonging to a named pupil and are accessible to staff at all times.

2. Travelling off-site

- 2.1 At all times when in care of school staff, a pupil should have access to his SEMK as the medication/equipment and accompanying Individual Healthcare Plan could save his life if ever required.

2.2 Off-site activities departing from School

When a pupil with a prescribed AAI is travelling off-site and **is departing** from the School during a regular school day, it is the responsibility of the pupil to:

- Have his PEMK on his person.
- Collect his SEMK from Reception immediately before departure, hand it to a member of staff on arrival at his destination, collect it from a member of staff on leaving the venue, and return it to Reception immediately on his arrival back at school.

A member of staff will be responsible for ensuring the pupil has **both** his own PEMK and his SEMK. In most cases this member of staff will be the person registering pupils as they leave the School or board transportation. For regular travel to Games at Grove Park this will be the Sports Therapist.

In the event of a pupil not having both his PEMK and SEMK, the pupil will not be permitted to attend the trip / off-site activity. He will be required remain at school, and the School Nurse should be informed. Exceptions to this may only be granted by the Head, Senior Deputy Head, Deputy Head (Co-curricular and Operations) or Deputy Head (Pastoral).

2.3 Off-site activities not departing from School

When a pupil with a prescribed AAI is travelling off-site and **is not departing** from the School during the regular school day, it is the responsibility of the pupil to:

- have his PEMK on his person.

It is the responsibility of the member of staff leading the trip / off-site activity to:

- Collect the pupil's SEMK from Reception (or the Medical Centre, where appropriate). The SEMK should be taken on the trip and returned to Reception or the School Nurse at the first opportunity on arrival back from the trip / off-site activity.
- Check the pupil has his own PEMK when registering the pupils on arrival.

In the event of a pupil not having both his PEMK and his SEMK, the pupil will not be permitted to attend the trip / off-site activity and will be required to return home. His parents should be contacted and the pupil provided with his SEMK. The pupil should return their SEMK to Reception on the first occasion they are next in school. The School Nurse should also be informed. Exceptions to this may only be granted by the Head, Senior Deputy Head, Deputy Head (Co-curricular and Operations) or Deputy Head (Pastoral).

3. Residential and overseas trips

- 3.1 For residential and overseas trips, the Visit Leader must consult with the School Nurse about the specific arrangements (for all elements of the trip) for pupils with prescribed AAls.
- 3.2 Further information is provided in the Educational Visits Policy.