

POLICY FOR ADMINISTRATION OF MEDICATION

FOR

Carrickfergus Academy



| Version | Date | Revision Author | Summary of Changes |
|----------------|-------------------|----------------------------|--|
| 1 | September 2019 | PDG, MIN & KRS | |
| 2 | September 2020 | MIN & KRS | Addition of responsibilities Addition of emergency procedures |
| 3 | June 2021 | MIN & KRS | Review and ratified by BoG |

Contents

Section 1: Aims

Section 2: Responsibilities

Section 3: The Administration of Medication

Section 4: The Delivery, Storage and Disposal of Medication

Section 5: Confidentiality

Section 6: Record Keeping

Section 7: Training for Staff

Section 8: Emergency Procedures

Section 9: Managing Medication for Extracurricular activities

Section 10: Appendices

1. Aims

The purpose of this policy is to:

- Ensure that pupils with medical conditions are well supported in school and have full access to education, including school trips and physical education
- Ensure that there is clarity around the holding and administering of medication at school
- Ensure that information about a child's needs is shared appropriately by health professionals, school staff, parents and pupils
- To develop staff knowledge and training in all areas necessary for our pupils

There is no legal duty that requires school staff to administer medication; this is a voluntary role. The administration of medication to children remains the responsibility of the parent or those with parental responsibility.

2. Responsibilities

The Board of Governors and staff of Carrickfergus Academy wish to ensure that pupils with medication needs receive appropriate care and support at school.

The Board of Governors is responsible for:

- ensuring that the school develops a policy to cover pupils with medical needs
- ratifying the Medical Needs Policy and its procedures
- following the Health and Safety policies outlined by the Education Authority
- considering the views of the Principal, staff and parents in developing this policy

Responsibilities of the Principal

The Principal will accept responsibility for school staff giving or supervising pupils taking prescribed medication during the school day.

Decisions with regard to support for pupils with medical needs will be addressed by the Principal or designated member of staff. Due consideration will be given to the circumstances surrounding this need.

If there are any concerns about the school's ability to meet a pupil's medication need, the Principal or the designated member of staff will seek advice from the School Health Service. The information provided will then be discussed with parents and inform the strategies that school will implement in order to meet the pupil's needs.

The Principal will ensure that:

- the contents of this policy and its procedures are operational
- parents are aware of this policy and its procedures
- parents' and pupils' cultural and religious views are respected
- a designated person is responsible for co-ordinating medical needs information, e.g. Deputy Pastoral Leader
- staff are aware of this policy and its contents
- staff are aware of pupils' medical needs and how to meet them, including in an emergency situation
- a secure place for storing medication is available
- training for staff dealing with pupils who have a medical need is facilitated
- a Medication Plan and Protocol is drawn up for each pupil with long term or complex medication needs, in conjunction with the appropriate health professionals
- accurate records are maintained and monitored
- work experience placements are made aware of a pupil's medical needs

Staff are responsible for:

- understanding the nature of a pupil's medical condition
- being prepared to deal with an emergency surrounding a particular medical condition and provide support when required
- approving this policy and its procedures
- following the Health and Safety policies outlined by the Education Authority
- liaising with the Deputy Pastoral Leader on the arrangements for pupils with long term medical needs when planning school visits and trips

Parents/carers are responsible for:

- keeping their children at home if they are acutely unwell or infectious
- providing the Principal with comprehensive information regarding the pupil's condition and medication. (Form AM2 is available from the School Office or School Website)
- making the school aware that their child requires medication; and reaching agreement with the Principal on the school's role in helping with their child's medication
- renewing the medication when supplies are running low and to ensure that the medication supplied is within its expiry date
- notifying the school in writing if the pupil's need for medication has ceased
- collecting medicines which are in use and in date at the end of each term.
- collecting expired medicines or those no longer required for treatment for transfer to a community pharmacist for safe disposal
- minimising the need for medication to be taken in school. e.g. medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime
- providing school with up to date contact information

Pupils are:

- not permitted to carry any medication, including paracetamol.
- not permitted to share medication with other pupils due to the risk of overdose or an allergic reaction in other pupils.

Responsibilities of the School Health Service:

The School Health Service is responsible for providing a range of services to schools including:

- health screening of pupils
- immunisation programmes
- providing advice to staff on pupil health matters
- providing training to staff to assist in dealing with medical needs
- providing medical advice to pupils with medical needs
- providing health promotion advice and/or activities

3. The Administration of Medication

When possible, medication should be taken outside of school hours. Parents/carers are responsible for their young person's needs on the way to and from school.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time, exceptions to this may include asthma inhalers, epilepsy medication, Epi-pens and diabetic medication).

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent/carer. (Form AM2 – Appendix 1)

Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parent/carer. (Form AM2 – Appendix 1)

Each item of medication must be delivered to the office or authorised person, in normal circumstances by the parent/carer, 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

Self-administering Medication

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under adult supervision, e.g. office staff, lunchtime supervisor or learning support assistant.

Medication not taken correctly may result in emergency procedures being implemented depending on the professional judgement of staff.

Refusing Medication

If pupils refuse to take medicines, staff will not force them to do so, and will inform the parent/carer 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.

4. The Delivery, Storage and Disposal of Medication

Medication will be kept in a secure place, out of the reach of pupils in each office. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet.

Prescribed medication needs to be accompanied by written and signed instructions from the parent/carer.

It is the parents'/carers' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

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

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 collected by the parent/carer for transfer to a community pharmacist for safe disposal.

5. Confidentiality

The Principal and staff at Carrickfergus Academy will treat medical information sensitively.

Each pupil will be treated as an individual. Parents/carers will be consulted on who the information regarding their pupil's medical needs can be shared with.

Consideration by the Deputy Pastoral leader and Pastoral VP will be given to whether pupils in a Form Class should know about a particular child's condition. It can be helpful both educationally and emotionally for other members of their form class to be aware of their needs. This will only be disclosed with the consent of the pupil's parent/carer and if it is deemed appropriate to do so.

If permission is given to disclose information surrounding a pupil's medical need, this information will be handled as sensitively as possible.

6. Record Keeping

The school will keep records of all medicines given to pupils – time and date of administration will be recorded.

Staff who administer medication will complete and sign a record sheet each time they give medication to a pupil (AM4 or Admin of Medicine record in pupil's planner – appendix 2).

Pupils will also be asked to sign the sheet to say they have received the medication.

7. Training for Staff

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

All staff will be informed annually of pupils with a medical condition and/or need for medication.

Volunteer staff will receive periodic training on medical conditions and emergency procedures that affect pupils in Carrickfergus Academy.

Staff working with pupils who have a particular medical condition may be invited to undertake training which is child specific.

The Principal and Deputy Pastoral Leader will maintain a record of the medical training provided for staff.

First Aiders will be trained in accordance with Education Authority and Department of Education guidelines.

An adequate number of teaching and administrative staff over the two campuses are fully trained in 'First Aid at Work'. Regular organisation of First Aid training is arranged by the Health and Safety Officer with numbers of trained staff kept under constant review.

8. Accident & Emergency Procedures

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

In a medical emergency staff shall contact the general office and office staff will ring '4 bells' to request the assistance of one or more of the first-aid team.

In the event of an emergency with a pupil who has a Care Plan, the guidance on the plan will be followed.

Parents/carers will be contacted immediately and a member of staff will accompany the pupil to the hospital, remaining with them until their parent/carer arrives.

All incidents will be fully recorded and the Principal shall ensure that the correct documentation is completed and forwarded to the Education Authority.

In all emergency situations a teacher or other member of school staff will be expected to act as a responsible adult or parent and to act in the best interests of the child in recognition of their duty of care. If in doubt, staff should always phone for the emergency services.

If an ambulance required:

- a) the caller will give full details of the incident to relay to the ambulance control
- b) at least one member of first-aid trained staff will remain with the patient
- c) a person will be delegated to wait for the ambulance and direct paramedics to the correct location

All staff will be aware of how to call the emergency services. (Appendix 3)

9. Managing Medication for Extra Curricular activities

Trips and Outings

Children with medical needs will be encouraged to take part in visits. The responsible member of staff will carry out a specific and additional risk assessment and a care plan will be drawn up considering parental and medical advice. This will allow reasonable adjustments to be made. All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known, and copies of care plans (where they exist) will be taken by the responsible person.

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

Asthma medication must be taken on all school visits.

PE / Sports

Any restriction to PE / sports activities must be noted in the pupil's care plan. Consideration will be given to allow pupils to benefit in ways appropriate to them.



Request for School to Store & Administer Medication – AM2

You need only complete this form IF your child requires medication in school

PUPIL INFORMATION

Name: _____ M F

Class: _____

Address:

Date of Birth: ____ / ____ / ____

The school will not give your child medication unless this form is completed and signed and the Principal has agreed that school staff can administer the medicine.

MEDICAL DETAILS

Condition or illness

Name or type of medication (as described on the container)

Date dispensed: _____ Expiry Date: _____

PARENTS MUST ENSURE THAT MEDICATION IS PROPERLY LABELLED AND 'IN DATE'

Full Directions for use:

Dosage/Timing:

Dosage can only be changed on a Doctor's Instructions

Are there any side effects?

Procedures to take in an emergency:

CONTACT DETAILS:

Name: _____ Relationship to Pupil: _____

Phone Number: (Home/Mobile) _____

(Work) _____

Please note:

- Parents should keep their children at home if acutely unwell or infectious.
- When possible, medication should be taken outside of school hours. Parents are responsible for their young person's needs on the way to and from school.
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication under staff supervision.
- Parents are asked to confirm in writing if they wish their child to carry their own medication in school. ***This should NOT be done unless absolutely necessary.***
- The school will make every effort to continue the administration of medication to a pupil whilst on school trips from the school premises. However, there may be occasions when it may not be possible to include pupil on a school trip if appropriate supervision cannot be guaranteed.

I understand that I must notify the school in writing of any changes to my child's medical needs.

Signed: _____ Date: _____

(Parent)

Signed: _____ Date: _____

(Principal/Authorised member of staff)



EMERGENCY CALL FORM

REQUEST FOR AN AMBULANCE – Junior Site





EMERGENCY CALL FORM

REQUEST FOR AN AMBULANCE – Senior Site

