



JORDANSTOWN SCHOOL

*A specialist school for children who
are deaf or vision impaired*

Administration of Medication in School

March 2023

Title	Administration of Medication in School
Summary	<p>Guidance for all staff regarding the relevant procedures for:</p> <ul style="list-style-type: none"> • liaising with the medical profession where pupils require the administration of medication in school • liaising with parents regarding medical matters • staff training • managing the medication • monitoring of procedures
Purpose	<ul style="list-style-type: none"> • To ensure the school has effective systems in place which are monitored and reviewed regularly • To ensure that all parties concerned are aware of the part they play and that they carry out their responsibilities effectively
Current Operational Date	29 th March 2023
Version Number	2
Supersedes previous	Yes
Author	Principal
Frequency of Review by Author	Annually or as necessary
Frequency of Review by Board of Governors	Every 3 years
Date last Reviewed and Approved by Board of Governors	29 th March 2023
Method and date of dissemination	c2k Staff directory
Next Review Date	August 2024

Rationale

Most pupils will, at some time in their school career, have a medical condition that impacts on their school life. This is usually a short-term problem which is either fully or substantially resolved. However, some pupils have long-term medical problems which may restrict their ability to attend school regularly and take part in normal school activities. Whilst accepting that there is not a legal duty that requires the school to administer medicines, the purpose of this policy is to put into place effective management systems and arrangements to support pupils with medical needs in our school and to provide clear guidance for staff and parents/carers on the administration of medicines.

This policy should be read in conjunction with the school's Drugs, Health & Safety and First Aid Policies.

Introduction

The Board of Governors and staff of Jordanstown School believe that parents have the prime responsibility for their child's health and should provide the school with the following information about any medical condition their child may have:

- Details of pupil's medical needs;
- Medication including any side effects;
- Allergies;
- Name of GP/Consultants;
- Special requirements e.g. dietary needs, pre-activity precautions;
- What to do and who to contact in an emergency;
- Cultural and religious views regarding medical care.

This information should be updated as and when required and at least annually.

From time to time the school will be asked by parents to arrange for their children to be given medication during the school day. While the school will normally be willing to co-operate in any matter which will support a pupil's health and welfare, it is necessary to ensure that where such requests are received, appropriate arrangements are made to safeguard the interests of both staff and pupils.

Parents should keep their children at home if acutely unwell or infectious.

The Administration of Medication in School

It has been agreed that at Jordanstown School the administration of medicine will be undertaken by volunteers, who will receive appropriate training. The Principal will accept responsibility, in principle, for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

This school follows the guidance given on the Departments of Education and Health, Social Services and Public Safety document (February 2008) (see <https://www.education-ni.gov.uk/sites/default/files/publications/de/supporting-pupils-with-medical-needs.pdf>) which states that 'medicines should only be brought into school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the normal school day'.

Within these guidelines, the school's policy is as follows.

- The school reserves the right not to administer certain medicines but will contact parents to discuss the matter.
- Members of school staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service / Community Nursing Team.
- The school will not administer medicines to any pupil without a parent's consent.
- Large volumes of medicines will not be stored in the school.
- Medicines will be stored in accordance with the products' instructions.
- The school will not make changes to dosages solely on parental instructions.
- Medicines (not inhalers or adrenaline pens) will be kept in a secure place, out of reach of pupils.
- All medicine will normally be administered during morning break and lunchtimes. If, for medical reasons, medicine has to be taken during the day, arrangements will be made for the medicine to be administered at other times.
- Medicines requiring refrigeration will be kept in the fridge in the kitchen on the administration corridor.
- If appropriate, pupils will be told where their medicine is stored and who will administer it.
- No pupil will be allowed to fetch their own medicine from a locked cupboard or fridge – only a member of staff may do this.
- Each time medication is given to a child, a member of staff will complete and sign a record sheet. These sheets record the following:
 - Name of pupil;
 - Date and time of administration;
 - Who supervised the administration;
 - Name of medication;
 - Dosage.

1. Prescribed Medicines

The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks' supply at any one time).

Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.

Each item of medication must be delivered to the Principal or Authorised Person, **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.

If a pupil refuses to take medicines, staff will not insist but will inform the parents of the refusal, as a matter of urgency, on the same day. Refusal to take medication will be recorded and dated on the pupil's record sheet. Should a refusal to take medicines result in an emergency, the school's emergency procedures will be followed.

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date. Parents should also notify the school in writing if the pupil's need for medication has ceased. In order to support parents, relevant staff will perform a weekly check of expiry dates of medication, and will communicate with parents if medication requires to be renewed. A record of the weekly check will be maintained in the school office.

Pupils who need an inhaler for the relief of asthma or an adrenaline pen for an allergy should carry these with them in school so that they are available to them at all times but a spare, clearly labelled with name and dose, may be left with the Principal. Pupils must not use other students' inhalers or adrenaline pens. It is the parents' responsibility to ensure that inhalers and adrenaline pens carried by their child are within their expiry date. Parents will be asked to confirm, in writing, if they wish their child to carry such medication with them in school.

Date-expired medicines or those no longer required for treatment will be returned in a sealed envelope to the parent for safe disposal. At the end of each academic year, all medicines will be returned to the parent, or disposed of with permission.

2. Non-prescribed Medicines

Pupils should not carry non-prescription medicines with them around the school but certain medicines e.g. branded headache or throat/cough medicines provided by parents, as well as medicines for minor ailments e.g. eye drops for hay fever, cream for a skin condition etc may be left with the Principal, her Deputy or the lead member of staff with responsibility for medical matters, with clear instructions from parents, clearly labelled with the child's name, dose and when it can be administered. This may not exceed the recommended dosage. Such medication will be kept in a secure place out of reach of pupils, and relevant staff (Form/Primary Teacher, classroom assistant(s) and First Aid Staff) will be made aware.

Staff will not give a non-prescribed medicine to a child unless there is specific prior permission from the parents. In such cases only one dose should be given to a child during the day. Details of the medicine administered must be recorded.

A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

3. Controlled Drugs

The school will not look after prescribed medicines that are scheduled under the Misuse of Drugs Act. Children who require a controlled drug must be prescribed one that does not require administration during the school day.

4. Self-Management of Medicine

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision.

5. Administration of Medicines on Trips and Visits

All reasonable adjustments will be made to ensure that pupils may take a full part in all aspects of the curriculum and to continue the administration of medication to a pupil whilst on trips away from the school premises. Where a child requires medication to be administered on a trip or visit, it will be the responsibility of the teacher in charge to assess the practicalities of administering such medicine as is required. In some cases it may not be possible to accommodate or include the child on the trip.

Children with Long-Term or Complex Medical Needs

The school will endeavour to support pupils with a particular medical need, although the type of support will depend on the medical diagnosis. Where a child has a long-term or complex medical need a Health Care Plan will be drawn up in consultation with parents and relevant health professionals. The Health Care Plan will outline the child's needs and the level of support required in school. If the school is concerned about whether it can provide for a child's safety or the safety of other children on a visit, parental views and medical advice will be sought.

Hygiene / Infection Control

All staff should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures.

School Emergency Procedures

In the case of an emergency, the school's emergency procedures as outlined in the Health and Safety document will be followed. All staff will be made aware of the procedures to be followed in the event of an emergency.

Confidentiality

Staff need to have information on pupils who have certain medical conditions in order that they can act 'in loco parentis' and take reasonable additional steps to safeguard the health and safety of students. Staff will treat medical information confidentially.

If parents wish information on their child's health to be withheld from staff and others their wishes will be respected. In such circumstances adults may not be in a position to support the child effectively.

Training

Training and advice will be accessed from health professions for staff involved in the administration of medicines. Training for all staff will be provided on a range of medical conditions, administering a particular type of medication or dealing with emergencies.

Monitoring and Evaluation

Individual needs and the administration of medicines will continuously be monitored in order to ensure the all-round needs of the pupil are met. Health Care Plans will be reviewed once a year as part of the Annual Review process. This policy document will be reviewed annually or as necessary.

Appendix 1: Department of Education Template Forms

These forms have been integrated into school medical, data capture, permission and record-keeping forms:

1. Medication Plan
<https://www.education-ni.gov.uk/sites/default/files/publications/de/Form-am1-3-medication%20plan.pdf>
2. Request for a School to Administer Medication
<https://www.education-ni.gov.uk/sites/default/files/publications/de/Form-am2-request-for-a-school-to-administer-medication.pdf>
3. Request for a Pupil to Carry Medicine
<https://www.education-ni.gov.uk/sites/default/files/publications/de/form-am3-request-to-carry-medicine.pdf>
4. Record of Medicine Administered to Individual Children
<https://www.education-ni.gov.uk/sites/default/files/publications/de/form-am4-record-of-medicine.pdf>
5. Record of Medicines Administered
<https://www.education-ni.gov.uk/sites/default/files/publications/de/form-am5-record-of-medicines.pdf>
6. Record of Medical Training for Staff
<https://www.education-ni.gov.uk/sites/default/files/publications/de/form-am6.pdf>

Appendix 2: Relevant Personnel 2023-24

Principal:	Dr Scully
Deputy Principal:	Miss Sturgeon
Medical Leader:	Mr Adams
First Aid Staff:	Mr Adams Mrs Atcheson Mrs Boal Ms Bradshaw Mrs McNeill Mr Stitt Miss Stroud Miss Sturgeon