

St Mary's Primary School



Medical Care Policy

Date ratified by Board of Governors: March 2020

School address: 191, Derrytrasna Road

**Lurgan
Co. Armagh
BT66 6NR**

Mission Statement

In St Mary's Primary School, we aim to provide a catholic education, which is person centred which promotes the dignity; self-esteem and full development of each child. We believe this will enable our children to maximise their individual potential for academic, spiritual, personal, emotional and social development. Thus preparing them for future learning and living.

MEDICAL CARE CONTENTS

| SECTION | CONTENTS | PAGE(S) |
|-------------------|---|----------------|
| SECTION 1 | Introduction | 1 |
| | Aims | |
| | Related Policies | |
| SECTION 2 | Roles and Responsibilities | |
| | - Overview | 2 - 5 |
| | - Detailed Guidance – Care Plans | |
| SECTION 3 | The Administration of Medication | |
| | Delivery, Storage and Disposal | 6-7 |
| SECTION 4 | Confidentiality | |
| | Record Keeping | |
| | Training for Staff | 8-9 |
| | Emergency Procedures | |
| | Monitoring and Evaluating | |
| Appendix 1 | EMERGENCY SERVICES - GUIDANCE | 10 |
| Appendix 2 | ADMINISTER MEDICATION | 11-12 |
| Appendix 3 | RECORD OF MEDICINE ADMINISTERED | 13 |
| Appendix 4 | RECORD OF MEDICINES ADMINISTERED TO ALL PUPILS | 14 |

SECTION 1

Introduction

Most students will at some time have a medical condition that has the potential to affect their participation in school activities. Some students may require medication for a short term medical need; others may require medication on a long term basis. Such students are regarded as having medical needs. Most children with medical needs are able to attend school regularly, and with some support from the school, can take part in the majority of school activities. Medication needs can be grouped into 3 categories:

- 1 Students requiring short term prescribed medication for acute conditions.
- 2 Students with a long term condition requiring regular medication such as children with asthma and ADHD.
- 3 Students who may very rarely require medication to be given in an emergency e.g students with severe allergies that may require an adrenaline injection (Epipen)

Aims

The Medical Care Policy aims to support our students, our parents and our staff. It is hoped that the policy will encourage regular attendance to school among our students, will give parents/guardians confidence that we are equipped to meet the medical needs of their children, and will reassure our staff who may at times be required to administer medication on behalf of a parent/guardian. The policy is based on guidance materials written by the Departments of Education and Health, Social Services and Public Safety, in consultation with the Education Authority, a range of education and health professionals and the Teachers Unions.

Related Policies

This policy is set within the broader context of Pastoral Care and, as such, should be read in conjunction with the following policies:

Attendance Policy

Safeguarding and Child Protection Policy

Concerns/Complaints Policy

Code of Conduct for Staff

Drugs Policy

First Aid Policy

Special and Additional Educational Needs Policy

SECTION 2

Roles and Responsibilities

Responsibility of the Parent

It is the responsibility of parents/guardians to co-operate fully with the school to ensure the health, safety and well-being of their child. Parents are responsible for:

- Making sure that their child is well enough to attend school. **Parents should keep their children at home if acutely unwell or infectious.** (A child's own doctor is the person best able to advise in relation to this).
- Making the school aware of their child's medical needs.
- Reaching agreement with the Principal or designated member of staff on the School's role in helping with their child's medication.
- Providing the Principal or designated member of staff with the original written medical evidence about their child's medical condition and treatment needed at school.
- Providing the Principal or designated member of staff with written instructions and making a written agreement – detailing dose and when the medication is to be administered.
- Ensuring prompt notification in relation to condition and medication.
- Providing sufficient medication and ensuring it is correctly labelled.
- Disposing of their child's unused medication.
- Giving written permission for the student to carry his/her own essential medication e.g. inhalers and ensure the pupil carries these on all off site activities.

Responsibility of the Principal

***In the absence of the Principal, the T.A allowance holder will assume responsibilities of the Principal**

Principals and teachers are not contractually required to administer medicines to pupils. This is a voluntary role.

Day to day decisions with regard to support for students with medication needs will normally fall to the Principal. When parents request that medication be administered to their son/daughter at school, the school will deal with each case sympathetically and on its merits. If a student has a Statement of Special Educational Needs, the Statement should outline the procedures, support and training required as outlined in the relevant medical advices. Where there is concern about whether St Mary's Primary School can meet a student's medication needs, or where the parents' expectations appear unreasonable, the Principal should seek advice from the School Health Service/Designated Medical Officer. On the basis of information received the Principal or the designated member of staff will advise parents of a child with medication needs on the level of support the school will provide after seeking advice from the school nurse.

The Principal is responsible for:

- the operation of the policy on the administration of medication and is therefore the main person responsible for the administration of medication in school and for developing detailed administrative procedures for meeting the medication needs of students.
- Arranging back up cover for when the member(s) of staff, normally responsible for administering medication to a student, is (are) absent or unavailable.
- making sure that all parents are aware of the St Mary's Primary School's policy and procedures for dealing with medication needs and the schools approach to students who need to take medication at school.
- dealing sympathetically with each request from parents that medication be administered to their child at school.
- ensuring that parents' cultural and religious views are always respected.
- ensuring that all staff are aware of the Medical Care Policy and the procedures outlined within it.
- ensuring that staff who come in contact with the students are:
 - (a) Informed about the child's condition.
 - (b) Informed about how to assist in meeting their needs in the classroom.
 - (c) Aware of the procedure for coping with an emergency associated with that medical condition.
 - (d) Given appropriate support, advice and specialist training where necessary.
- Ensuring that medicines are stored safely in a secure place, specifically designated for that purpose.
- Arranging cover for members of staff while medication is prepared or administered, to avoid interruption before the procedure is completed.
- Ensuring that supply teachers or other visiting professionals know about the medication needs of individual students and how these are to be met.
- Ensuring that, for work experience, the placement is suitable for a student with a particular medical condition and encouraging such students to share relevant medical information with employers.

Responsibility of the Board of Governors

The Board of Governors are responsible for:

- Ensuring their school develops its own policies to cover the needs of the school.
- Ratifying all of the school's policies.
- Following the health and safety policies and procedures produced by the EA.
- Taking account of the views of the Principal, staff and parents in developing a policy on assisting students with medication needs.

Responsibility of the School Health Service

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

- Health screening of students.
- Immunisation programme.
- Written advice to teaching staff on student health matters.
- Medical advice for children who have special educational (including medical needs and health promotion activities).

Responsibility of the Designated School Nurse

The school nurse oversees the health needs of children at school by working closely with children and young people, their families, school and health colleagues. The role of the School Nurse is diverse, ranging from the vaccination of large groups of students, to the identification of the health needs of individual children. The school nurse oversees the compilation of individual Medication Plans to identify how the health needs of the student can be best met within the school environment. He/she can provide information on a range of health issues, and may co-ordinate training programmes.

Responsibilities of Staff

Teachers and support staff are responsible for:

- Understanding the nature of a student's medical condition and being aware of when and where the student may need extra attention.
- Being aware of the likelihood of an emergency arising and the action to take if one occurs. (The key action required from all staff in an emergency situation is to contact a member of the First Aid Team and a member of the Year Team).
- Being aware of the needs of the students with Asthma, Epilepsy, Diabetes, Anaphylaxis (with pupils and parent consent).
- Taking part in appropriate training and being aware of the possible side effects of the medication and what to do if they occur.
- Supervising students who self-administer medication, if this is required.

CARE PLANS- SPECIFIC RESPONSIBILITIES

The school:

- Convene a meeting with school nurse, parent and young person to devise and complete the Care Plan
- Agree with the parents and if necessary canteen staff on the provision of school meals, snacks etc in attempting to minimise risk.
- Create awareness off pupils' conditions and ensure all staff are aware of first aiders and staff trained in management of anaphylaxis, defibrillators etc.
- Identify adequate numbers of appropriate staff to attend training.
- Ensure Care Plans are displayed in staffroom and classrooms for those pupils with allergies or a particular medical condition.
- Ensure a record of First Aiders and staff trained in the management of anaphylaxis and defibrillators is kept.
- Log medication in/out for school off site activities.
- Store medicine securely in office. All medication should be labelled individually by pupil and Care Plan as appropriate. All school staff must be aware of where they are stored.
- Following a medical incident e.g. anaphylactic, a review/debriefing with school staff and school nurse **must** take place within one week of the incident.

The Child's Parent

- Will ensure the St Mary's Primary School are notified of any medical condition if their child requires an Adrenaline auto injector and when no longer allergic to particular foods or substances
- Parent will attend school meeting with Principal, young person if age appropriate, to complete Adrenaline auto injector care plan.
- Will accept responsibility for maintaining and replacing, in school, two up to date Adrenaline auto injectors.
- The parent should inform the school and school nurse of any change in their son/daughter's prescription.

The Pupil

- Pupils should be advised to ensure they are safe and responsible at all times with their Adrenaline auto injector.
- Will be aware of the risk of food sharing
- Report the onset of symptoms to a responsible member of staff

School Health Team

- Provide centralised awareness training on the recognition and treatment of anaphylaxis in partnership with Education Authority and give advice and support to school staff.
- School Nurse will arrange with school and parents to attend meeting in the school to devise and contribute the Adrenaline auto injector care plan.
- School Nurse will outline the responsibilities within this presentation. A copy of this presentation can be obtained on line from Education Authority's website.
- Participate in any debriefing session/follow up of major or minor incident.

SECTION 3

The Administration of Medication

Page 6

The Board of Governors and staff of St Mary's Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Principal will accept responsibility in principle for members of the St Mary's Primary Schools staff giving or supervising pupils taking prescribed medication during the school day where those **members of staff have volunteered to do so.**

Please note that parents should keep their children at home if acutely unwell or infectious.

- Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication.
- Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.
- 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.
- If children refuse to take medicines, staff will not force them to do so, and will inform the parents 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.
- It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
- 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.
- The school will not make changes to dosages on parental instructions.
- For each pupil with long term or complex medication needs, the Principal, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.
- 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 if appropriate supervision cannot be guaranteed.
- All staff will be made aware of the procedures to be followed in the event of an emergency. The school will keep records, which they will have available for parents.

The Delivery, Storage and Disposal of Medication

Prescribed medication will not be accepted in St Mary's Primary School without complete written and signed instructions from the parent.

Each item of medication must be delivered to the Principal or Authorised Person, in normal circumstances by the parent, in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

- a) Pupil's Name.
- b) Name of medication.
- c) Dosage.
- d) Frequency of administration.
- e) Date of dispensing.
- f) Storage requirements (if important).
- g) Expiry date.

The school **will not** accept items of medication in unlabelled containers.

- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- Medication will be kept in a secure place, out of the reach of students.
- Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet.
- 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.
- 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 returned immediately to the parent for transfer to a community pharmacist for safe disposal.

SECTION 4

Confidentiality

The Principal and staff should treat medical information confidentially.

The Principal or designated member or staff will consult with the parent, or the student if appropriate, as to who should have access to records and other information about the student's medical needs.

The Principal or designated member or staff will consider how much other pupils should be told about the student's medical condition.

The school will not disclose details of a pupil's condition to other students without the consent of the parent and the child if appropriate. If permission is given to disclose information the situation will be handled as sensitively as possible.

Record Keeping

The school will keep records of all medicines given to students - time, date and route of administration will be recorded in the **Administration of Medication Booklet**. Staff, who administer medication, will complete and sign a record card each time they give medication to a student

Training for Staff

Staff will receive periodic training on common medical conditions (Allergic reactions/Anaphylaxis / Asthma / ADHD / Cystic Fibrosis / Diabetes / Epilepsy).

All staff will receive training on 'Emergency Procedures'.

Staff working with students who have a significant and particular medical need will be invited to participate in an individual programme of training which will be child specific.

The Principal or designated member of staff will maintain a record of the medical training provided for staff.

Emergency Procedures

All staff will be informed annually of all students with a medical condition.

If a medical concern arises a member of the First Aid Team will be sent for.

In the event of a student who has a known medical condition with a medical care plan experiencing a medical emergency, staff will follow the advice given in that medical care plan.

All staff will be aware of how to call emergency services. A copy of the Emergency Call Procedures will be displayed at reception - Appendix 1

Once an emergency call is made, parents will be contacted immediately. A member of staff will accompany the student to hospital and remain with her/him until their parent/guardian arrives.

The member of staff should have details of health care needs, medication and a copy of the medical care plan (if one is in place).

The incident should be fully recorded. 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.

Procedures for Monitoring and Evaluating

The Medical Care Policy will be monitored and evaluated annually.

Appendix 1 EMERGENCY CALL FORM (TO BE DISPLAYED BY THE OFFICE TELEPHONE)



Name of School: St Mary's Primary School

REQUEST FOR AN AMBULANCE

To: St Mary's Primary School

Dial **999**, ask for ambulance and be ready with the following information:

- 1. Your telephone number (028 38340295)**
- 2. Give your location as follows: St Mary's Primary School, 191 Derrytrasna Road, Lurgan, BT66 6NR**
- 3. Give exact location within the school (e.g. main reception at the front of the school)**
- 4. Give your name**
- 5. Give brief description of student's symptoms**
- 6. Inform ambulance control of the best entrance (generally the main entrance to the school) and state that the crew will be met and taken to the student.**

SPEAK CLEARLY AND SLOWLY



AM1

ST MARY'S P.S. DERRYTRASNA

MEDICATION PLAN FOR A PUPIL WITH MEDICAL NEEDS

Date: _____ **Review Date:** _____

Name of Pupil: _____

Date of Birth: ____ / ____ / ____

Class: _____

National Health Number: _____

Medical Diagnosis: _____

Contact Information

1 Family contact 1

Name: _____

Phone No: (home/mobile): _____

(work): _____

Relationship: _____

2 Family contact 2

Name: _____

Phone No: (home/mobile): _____

(work): _____

Relationship: _____

3 GP

Name: _____

Phone No: _____

4 Clinic/Hospital Contact

Name: _____

Phone No: _____

Plan prepared by:

Name: _____

Designation Date: _____

Describe condition and give details of pupil's individual symptoms:

Daily care requirements (e.g. before sport, dietary, therapy, nursing needs)

Members of staff trained to administer medication for this child (state if different for off-site activities)

Describe what constitutes an emergency for the child, and the action to take if this occurs

Follow up care

I agree that the medical information contained in this form may be shared with individuals involved with the care and education of _____

Signed: _____ **Date:** _____

Parent/carer

Distribution

School Doctor: _____ **School Nurse:** _____

Parent: _____ **Other:** _____



ST MARY'S P.S. DERRYTRASNA

REQUEST FOR A SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the Principal has agreed that school staff can administer the medicine

Details of Pupil

Surname: _____ Forename(s): _____

Address: _____

Date of Birth: ____ / ____ / ____ M [] F []

Class: _____

Condition or illness: _____

Medication

Parents must ensure that in date properly labelled medication is supplied.

Name/Type of Medication (as described on the container): _____

Date dispensed: _____

Expiry Date: _____

Full Directions for use:

Dosage and method: _____

NB Dosage can only be changed on a Doctor's instructions

Timing: _____

Special precautions: _____

Are there any side effects that the School needs to know about? _____

Self-Administration Yes/No (delete as appropriate)

Procedures to take in an Emergency

Contact Details

Name: _____

Phone No: (home/mobile): _____

(work): _____

Relationship to Pupil: _____

Address: _____

I understand that I must deliver the medicine personally to _____

(agreed member of staff) and accept that this is a service, which the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Signature(s): _____ **Date:** _____

Agreement of Principal

I agree that _____ (name of child) will receive _____ (quantity and name of medicine) every day at _____ (time(s) medicine to be administered eg lunchtime or afternoon break).

This child will be given/supervised whilst he/she takes their medication by _____
(name of staff member)

This arrangement will continue until _____ (either end date of course of medicine or until instructed by parents)

Signed: _____ **Date:** _____

(The Principal/authorised member of staff)

The original should be retained on the school file and a copy sent to the parents to confirm the school's agreement to administer medication to the named pupil.



AM2 – School Supplied Salbutamol Inhaler

ST MARY'S P.S. DERRYTRASNA

REQUEST FOR A SCHOOL TO WITNESS A CHILD

SELF ADMINISTER MEDICATION

The school will not supervise your child self-administrating medicine unless you complete and sign this form, and the Principal has agreed that school staff will witness the consumption of Salbutamol Inhalers listed below.

Details of Pupil

Surname: _____ Forename(s): _____

Address: _____

Date of Birth: ____ / ____ / ____ M ☐ F ☐

Condition or illness:

Medication

St Mary's P.S. must ensure that in date properly labelled medication is retained in school for emergency self-administration.

Name/Type of Medication (as described on the container):

2 x labelled Salbutamol Inhalers and 2 x labelled aero chambers kept unlocked in a central location which are monitored regularly checking for best before dates.

Full Directions for use:

Dosage and method: _____

Contact Details

Name: _____

Phone No: (home/mobile): _____

(work): _____

Relationship to Pupil: _____

Address: _____

Signature(s): _____ Date: _____

Agreement of Principal

I agree that _____ (name of child)
will receive: _____ (quantity and name of medicine) in a situation where
their own inhaler is not available to them.

This child will be supervised whilst he/she takes their medication by
_____ (name of staff member)

This arrangement will continue until instructed by parents.

Signed: _____

Date: _____

(The Principal/authorised member of staff)

| |
|--|
| <p>This document will remain valid for the duration of your child's time at St Mary's P.S. <u>unless and until</u> we as a school are informed otherwise and directed to hold a change of inhalers.</p> |
|--|



AM3

ST MARY'S P.S. DERRYTRASNA

REQUEST FOR PUPIL TO CARRY HIS/HER MEDICATION

This form must be completed by parents/carers

Details of Pupil

Surname: _____ Forenames(s): _____

Address: _____

Date of Birth: ____ / ____ / ____

Class: _____

Condition or illness: _____

Medication

Parents must ensure that in date properly labelled medication is supplied.

Name of Medicine: _____

Procedures to be taken in an emergency: _____

Contact Details

Name: _____

Phone No: (home/mobile): _____

(work): _____

Relationship to child

I would like my child to keep his/her medication on him/her for use as necessary

Signed: _____ **Date:** _____

Relationship to child: _____

Agreement of Principal: _____

I agree that (name of child) will be allowed to carry and self-administer his/her medication whilst in school and that this arrangement will continue until (either end date of course of medication or until instructed by parents)

Signed: _____ **Date:** _____

The Principal/authorised member of staff



AM4

ST MARY'S P.S. DERRYTRASNA

Record of WITNESSING medicine being self-administered by an individual child

Record of medicine being self-administered by an individual child

| | |
|---|-------------------------|
| Surname: | |
| Forename (s): | |
| Date of Birth | ___/___/___ M [] F [] |
| Class | |
| Condition or illness: | |
| Name and strength of medicine: | |
| Quantity received : | |
| Expiry date | |
| Quantity returned | |
| Dose and frequency of medicine: As required – calculated on a daily basis | |

| | | | |
|-------------------------|-------------|-------------|-------------|
| Date | ___/___/___ | ___/___/___ | ___/___/___ |
| Time given | | | |
| Dose verified | | | |
| Any reactions | | | |
| Name of member of staff | | | |
| Staff initials | | | |



RECORD OF MEDICINES ADMINISTERED TO ALL CHILDREN

[illegible]



AM6

ST MARY'S P.S. DERRYTRASNA

Record of Medical Training for Staff

Name: _____

Type of training received: _____

Name(s) of condition/: _____

medication involved: _____

Date training completed: _____

Training provided by: _____

I confirm that has received the training detailed

above and is competent to administer the medication described.

Trainer's signature: _____

Date :

I confirm that I have received the training detailed above

Trainee's signature: _____



Appendix 4

Name of School St Mary's Primary School Derrytrasna

RECORD OF MEDICINES ADMINISTERED TO ALL CHILDREN

[illegible]

Signed: *Gerard Smyth*