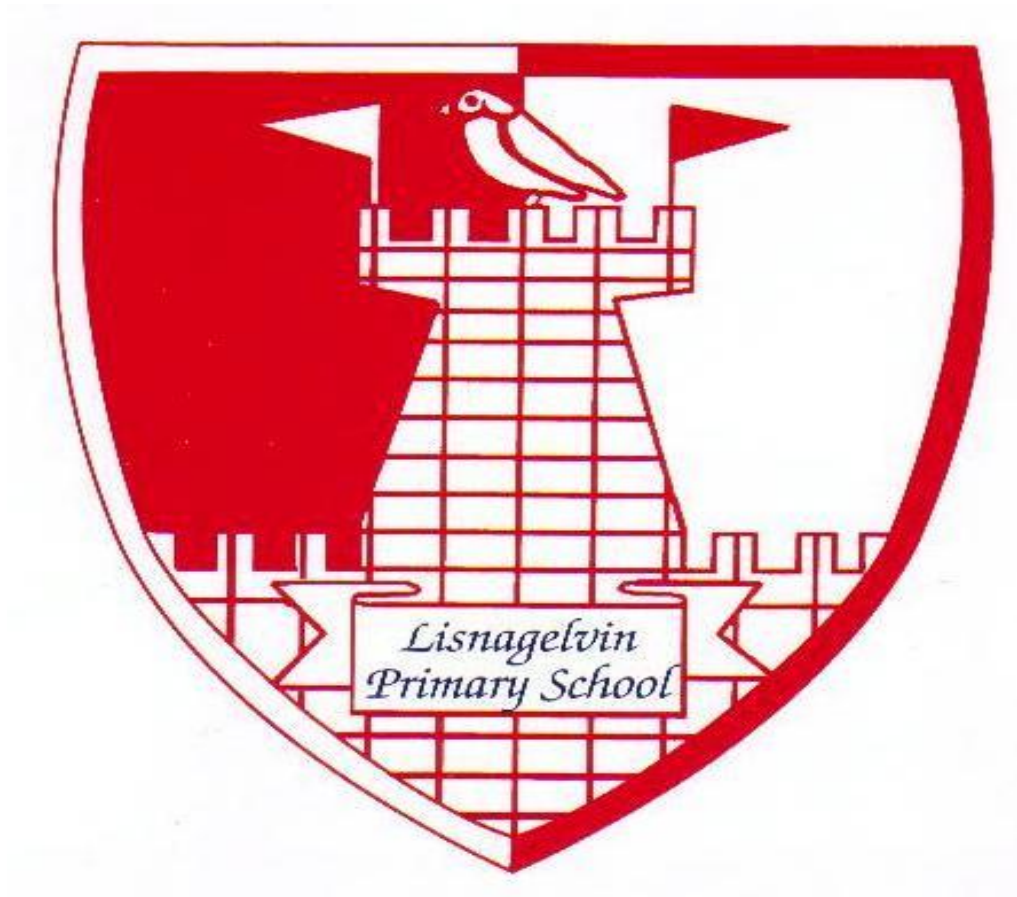


# Lisnagelvin Primary School



## Administration of Medication Policy

Updated February 2024

## Lisnagelvin School Medication Policy

Staff at the school are not obliged to administer medication to children. However, in its duty of care, it is school policy for **appropriate staff**, wherever possible, to assist children and parents by supervising or administering medicines when this is essential. Staff members who have volunteered will be given appropriate training and support. Pupils with a care plan will be supported by the school nurse and staff will be kept up to date with relevant training. This should address parental consent, confidentiality and storage of medication. This will be approved by the Principal.

### Aims of the policy

- To ensure all staff are informed about children with additional medical needs.
- Appropriate staff will support and assist with necessary procedures to ensure health and well-being of pupils with additional medical needs.
- To engender a caring and supportive environment which will enable pupils as far as possible to access all areas of the curriculum.

### **Certain conditions must be considered before agreeing to requests to administer medicine to children in our care.**

- Parents/carers must ensure the child is well enough to attend school.
- Parents/carers must ensure that all medicines are clearly marked with name, class, recent photograph, date dispensed, expiry date and storage instructions, as well as the dosage and times that medicine should be administered.
- Parents/carers (**not children**) must hand the medicine directly to appropriate staff.
- Parents/carers **MUST** complete in the consent form and return it, giving permission for medicine to be administered in school. For long term medical needs this form needs to be filled in annually.
- For short term conditions, parents/carers will be asked to complete the form in as needed. Forms will be available from the office.
- We expect Key Stage 2 pupils to take increasing responsibility for themselves and when their medication is to be administered.
- The medication should be kept in a secure place, accessible only to staff.
- Staff will be aware of children with additional medical needs and photographs will be kept in our handbook of Special Children. This will be kept in the staffroom. Photographs of children with allergies will be displayed in the classroom and dining hall (with parental consent).
- Parents/carers of children with more complex needs must contact school. They are responsible for providing comprehensive information regarding their child's needs.

### **Parents/ Carers – responsibilities**

Children with asthma, epilepsy, diabetes and anaphylaxis may be placed in an emergency situation because of their conditions and as such, will require immediate intervention. Children should have a medication plan in place and staff should have relevant information and training with the administration of medication and handling emergency situations. This is an agreement between parents and school staff as to the school's role in assisting their child with medication. Parents should notify the school if the pupil's medication is changed. Parents/ Carers are responsible for the safe disposal of medication at the end of term or school year and also to ensure the medication is in date.

### **Staff responsibilities**

- Understand the nature of the child's condition and be alert to the signs of distress.
- Aware of potential emergency and the appropriate action to take.
- Continue to update Medical File in classroom throughout the school year.
- Attend training as required with training of staff members logged (AM6).
- Supervise self-administration, if required and with completion of AM3.

### **Medical Coordinator**

- Ensure staff are aware of policy and procedure.
- Ensure staff treat medical information in a confidential manner.
- Ensure staff are fully informed of pupil's conditions.
- Ensure that when supply staff are in the class they are appropriately informed of the child's condition.
- Relevant staff adequately trained in administration of emergency medication/first aid and dealing with emergency situations.
- Medications stored appropriately and safely.
- Accurate records are maintained – training/care plans and other documentation pertinent to safety and welfare of pupils' medical needs.

### **Storage**

- Inhalers and epipens unlocked access at all times.
- Inhalers - in named container.
- Epi-pens are stored in red bags with copy of care plan included. These are carried by pupil (or adult staff member), at all times.
- All staff with responsibility for children will know where medication is stored.
- Controlled medication may be kept in a filing cabinet or, if necessary, stored in the fridge.

## **Record Keeping**

- Ensure good practice with appropriate paperwork completed by parents, in consultation with the class teacher (AM2 or AM3, as appropriate).
- Complete medication plan as required -keep a copy in child's file as guidance of procedure to follow and as safeguard for staff.

## **Hygiene**

- Staff to wear disposable gloves if handling bodily fluid.
- Wipes and gloves to be disposed of in plastic bag and tied before placed in bin.
- Area to be cleaned with caretaker's advice.

## **Emergency Procedures**

- All staff aware of how to call the emergency service, usually via the school office.
- Parents alerted as soon as possible.
- Pupils taken to hospital accompanied by staff member, child's medication and care plan if relevant.
- Incident documented fully and record kept.
- The office staff are usually responsible for calling emergency services at Lisnagelvin Primary School. A member of staff should always accompany a child taken to hospital and should stay until the parent arrives.

## **Procedures for calling an ambulance**

Teacher, LSA, lunch supervisor will:

1. Send a message to the office.
2. Give the name and class of the pupil.
3. Explain briefly the problem.

Office staff will:

1. Ring the ambulance.
2. Give details of problem.
3. Give directions to come to the FRONT/BACK door and wait until its arrival.
4. Direct the crew to the patient.
5. Ring the parents.
6. Download SIMS information for the ambulance crew.

## **Inform the Principal**

Principal will:

1. Assess the situation.
2. Decide (in the absence of the parents) who will accompany the child to hospital.
3. Check how the teacher/class/ LSA are after the incident.

Teacher of the class will inform the rest of the children at an appropriate time and in child friendly terms as to what has happened. (In the event of teacher being with child, V.P will inform children).

Witness must record the accident/incident on the appropriate form.

If the SMT is required to meet, a call will be made over the tannoy.

Keys for external school gates are held by caretaker (at all times), or spare set available from small filing cabinet (top drawer) in main office.

## **Sporting/ extra- curricular activities**

- All children requiring emergency medication should always have medication with the appropriate staff member when not on school premises.
- Risk assessments completed if appropriate.
- Parental consent form completed (AM2 or AM3, as appropriate).

First Aid boxes are located in resource areas and staffroom. These are managed by Mrs Cowan.

The Principal and Board of Governors, in consultation with staff, will monitor this policy regularly and it will be reviewed and revised as necessary.

**Signed \_\_\_\_\_ (Chairman of Board of Governors)**

**Signed \_\_\_\_\_ (Principal)**

**Review date: February 2026**