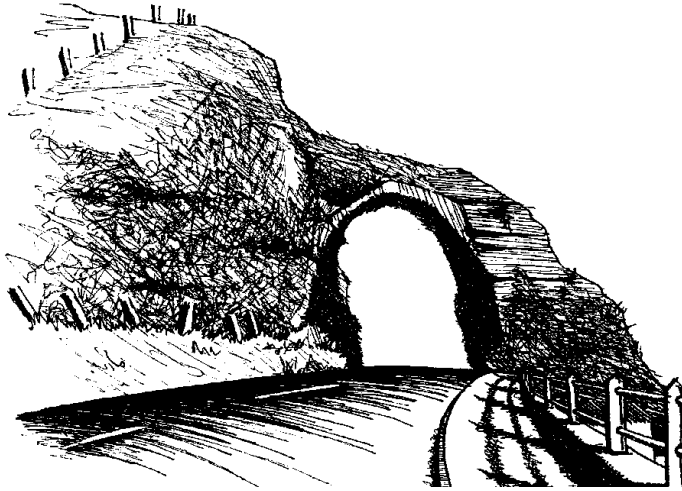


St Patrick's Primary School, Glenariff



Administration of Medicines Policy

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St Patrick's Primary School Ethos

Our school ethos is the foundation of everything we do - shaping our culture, guiding our decisions, and inspiring our community. It reflects who we are, what we stand for, and the kind of environment we strive to create for every child, every day.

This ethos was thoughtfully developed through a collaborative process involving pupil, parent, staff, and governor surveys; pupil and parent focus groups; dedicated staff development sessions; and guidance from the Catholic Schools' Support Service. Together, these voices helped shape a shared vision and set of values that truly represent our school community.

Vision

At the heart of our ethos is our **vision**:

'A welcoming and nurturing community, where every child is guided by faith, feels a true sense of belonging, grows with confidence, flourishes through engaging teaching, and develops a lifelong love of learning'.

Values

Our **Values** reflect what we believe in and how we live each day:

Child-Centred

Children are at the heart of our school - nurturing their wellbeing, independence, curiosity, and individuality.

Healthy Relationships

We build trusting, respectful relationships that support emotional wellbeing, collaboration, and lifelong friendships.

Inclusive

We grow together as a welcoming, inclusive school community where everyone feels they belong and contributes positively.

Lifelong Learners

We empower every child to reach their potential, celebrate their successes, and persevere through challenges.

Devoted to Kindness & Compassion

We treat others with care, empathy, fairness and understanding, creating a safe and supportive environment.

Mission

At our school, we are a welcoming and nurturing community where everyone is guided by faith and feels a true sense of belonging.

Every child is valued, supported, and encouraged to grow in confidence, kindness and curiosity.

Through supportive teaching and strong relationships, we help children flourish - celebrating their uniqueness, nurturing their wellbeing, and guiding them to achieve their full potential.

Motto

And our **Motto** captures the essence of our commitment:

‘Every Child Matters, Every Moment Counts.’

Together, these elements form a living ethos - one that is felt in our classrooms, our playgrounds, and our relationships. It is a promise to our children, families, and staff that we will continue to grow as a community rooted in faith, compassion, and excellence.

Introduction

This Administration of Medicines Policy sets out how St Patrick’s Primary School ensures the safe and effective management of medicines for pupils during the school day and on school activities. It applies to all staff, pupils, and parents, and reflects our commitment to safeguarding, inclusion, and pupil wellbeing. The policy aligns with our ethos of being child-centred, nurturing, and devoted to kindness and compassion, ensuring that every child feels supported and valued. It complies with relevant legislation and guidance, including the Education (Northern Ireland) Order 1996, Department of Education and Education Authority guidance, and the Equality Act 2010.

This policy provides clear procedures for administering medicines safely, maintaining confidentiality, and promoting confidence among parents and staff in the care provided. It outlines roles and responsibilities, emergency arrangements, and record-keeping requirements. Supporting forms and templates are included in the appendices. The policy will be reviewed annually, or sooner if legislation or guidance changes, to ensure it remains current and effective.

Aims

At St Patrick's Primary School, our ethos guides every decision we make. We are a welcoming and nurturing community where every child is valued, supported, and encouraged to flourish. This section outlines the aims of our Administration of Medicines Policy, ensuring that our approach reflects our commitment to safeguarding, inclusion, and kindness while promoting confidence among parents and staff.

Our Aims:

1. **Safeguard pupil health and wellbeing** by ensuring medicines are administered safely, accurately, and in accordance with professional guidance.
2. **Promote inclusion and equality** so that pupils with medical needs can participate fully in all aspects of school life, including learning, play, and trips.
3. **Provide clarity and confidence** for parents, pupils, and staff through clear procedures, roles, and responsibilities for managing medication.
4. **Maintain dignity and respect** for every child by handling medical needs sensitively and confidentially, in line with our ethos of kindness and compassion.
5. **Ensure compliance** with all relevant legislation, statutory guidance, and best practice standards, including safeguarding requirements and data protection laws.
6. **Support staff competence and confidence** through appropriate training and ongoing professional development in managing medical conditions.
7. **Foster strong partnerships** between school, families, and healthcare professionals to ensure that every child's needs are met effectively and collaboratively.
8. **Monitor and review practice regularly** to maintain high standards and respond promptly to changes in guidance, pupil needs, or school circumstances.

Rationale

At St Patrick's Primary School, we are a welcoming and nurturing community where every child is guided by faith, feels a true sense of belonging, and is supported to flourish. Our approach to administering medicines reflects our mission to value every child, nurture their wellbeing, and help them grow in confidence, kindness, and curiosity.

This policy ensures that pupils with medical needs receive safe, effective, and compassionate care during the school day and on school activities. We believe where practicably possible that no child should be disadvantaged or excluded because of a medical condition, and we work in partnership with families and healthcare professionals to provide appropriate support.

Our procedures comply with all relevant legislation and guidance, including the Education (Northern Ireland) Order 1996, Department of Education and Education Authority guidance, and the Equality Act 2010. We recognise that some medical conditions may be defined as disabilities and therefore require reasonable adjustments to ensure equality of access.

Through this policy, we aim to promote confidence among parents and staff, uphold pupil dignity and privacy, and maintain a safe, inclusive environment where every child can participate fully in school life.

Responsibilities and Partnership

Supporting pupils with medical needs at St Patrick's Primary School is a shared responsibility rooted in our ethos of kindness, inclusion, and child-centred care. Every member of our school community plays a vital role in ensuring pupils feel safe, valued, and able to flourish.

Collaboration is essential for effective care. Staff, parents, pupils, governors, and healthcare professionals each have defined roles in implementing this policy consistently and compassionately. By working together, we ensure that medical needs are managed safely and that every child can participate fully in school life.

This section sets out the specific responsibilities of staff, parents, pupils, and governors.

Our Approach to Collaboration:

- **Open Communication:** We maintain clear, respectful communication with parents and carers, ensuring they feel confident in the care provided.
- **Partnership with Professionals:** We seek advice from healthcare professionals and the Education Authority to inform decisions and best practice.
- **Shared Planning:** Individual Healthcare Plans are developed collaboratively with parents, pupils (where appropriate), staff, and health professionals.
- **Regular Review:** We review plans annually or sooner if a child's needs change, ensuring support remains relevant and effective.
- **Training and Support:** Staff receive training informed by healthcare professionals, and parents are encouraged to share insights about their child's needs.
- **Inclusive Practice:** We ensure pupils with medical conditions can participate fully in school life, including trips and extracurricular activities.

This collaborative approach reflects our commitment to building healthy relationships and creating an environment where every child can flourish academically, socially, and emotionally.

Principal

The Principal has overall responsibility for:

- Ensuring the Administration of Medicines Policy is implemented and communicated effectively.
- Promoting an inclusive and welcoming environment for pupils with medical needs.
- Liaising with parents, staff, governors, and healthcare professionals to ensure collaborative care.
- Overseeing the development and annual review of individual healthcare plans.
- Ensuring accurate record-keeping and confidentiality in line with GDPR.
- Assessing staff training needs and arranging appropriate training.
- Quality assuring procedures and monitoring compliance.

- Ensuring sufficient trained staff are available to cover absences and school trips.
- Ensure all relevant staff are made aware of a pupil's medical condition as soon as possible. This includes briefing supply teachers and covering staff before they begin duties. Pupils with specific medical or health conditions will be identified within their class lists, and, where appropriate and agreed with parents, this may include a photograph to support recognition and safety.
- Reviewing this policy annually or sooner if guidance changes.

School Staff

All relevant staff are expected to:

- Understand and follow the Administration of Medicines Policy.
- Be aware of pupils with medical conditions and know what to do in an emergency.
- Allow pupils immediate access to emergency medication.
- Communicate promptly with parents if a child becomes unwell.
- Ensure pupils have medication during school trips and activities.
- Support pupils' dignity and privacy when administering medication.
- Promote inclusion by ensuring pupils are not unnecessarily excluded from activities.
- Temporary staff are briefed as appropriate.

Teaching Staff

Teachers have a responsibility to:

- Support pupils' learning and wellbeing, recognising that medical conditions may affect progress.
- Liaise with parents, SENCo, and healthcare professionals where additional support is needed.
- Ensure medication is available and in date for pupils who require it.
- Supply teachers and temporary staff are briefed as appropriate.

First Aiders

First aiders are responsible for:

- Providing immediate care for injuries and medical emergencies.

- Calling professional medical help when necessary.
- Maintaining and replenishing first aid kits.
- Knowing the location and use of emergency equipment (e.g., defibrillator).

Special Educational Needs Coordinator (SENCo)

The SENCo will:

- Maintain the school's medical register and ensure it is up to date.
- Support the development and review of individual healthcare plans.
- Liaise with staff, parents, and healthcare professionals to ensure pupils' needs are met.
- Monitor the impact of medical conditions on learning and provide appropriate interventions.
- Ensure staff understand the link between medical needs and potential SEN requirements.

Pupils

Pupils are encouraged to:

- Treat peers with respect and understanding.
- Inform staff if they or another pupil feel unwell.
- Respect medication and follow agreed procedures.
- Seek help immediately in an emergency.
- Take increasing responsibility for their own medical needs where appropriate, fostering independence.

Parents

Parents are expected to:

- Inform the school promptly of any medical condition or changes.
- Provide medication in its original, labelled container and ensure it is in date.
- Complete all necessary consent forms.
- Collect expired or unused medication.
- Work in partnership with the school to develop and review healthcare plans.
- Ensure their child attends medical reviews and shares updated information with the school.

Home to School Transport

- Parents are responsible for their child's medical needs during travel to and from school.
- If a pupil uses local authority or contracted transport, parents must:
 - Inform the transport provider of any relevant medical needs.
 - Ensure medication and necessary equipment are available if required during the journey.
- The school will cooperate with parents and transport providers where reasonable adjustments are needed for safety and inclusion.

School Procedure on Being Notified of a Pupil's Medical Condition

At St Patrick's Primary School, we believe that timely and clear communication is essential to safeguarding and supporting every child. This section outlines the steps we take to respond promptly and collaboratively when we are notified of a pupil's medical needs.

Procedure:

When the school is informed of a pupil's medical condition - whether through parents, healthcare professionals, admission forms, or other channels - the Principal (or their delegate) will:

- 1. Immediate Acknowledgement:**
 - Confirm receipt of information and reassure parents that appropriate steps will be taken.
- 2. Gather Information:**
 - Seek detailed information about the condition from parents and, where appropriate, healthcare professionals.
 - Understand the impact of the condition on the pupil's daily life and learning.
- 3. Assess Support Needs:**
 - Determine whether an Individual Healthcare Plan (IHP) is required.
 - Identify any medication or healthcare procedures needed during the school day.
 - Establish what aspects of care the pupil can manage independently.
- 4. Plan for Implementation:**

- Identify staff members who will support the pupil and ensure they are informed and trained.
- Arrange any necessary training in collaboration with healthcare professionals.
- Ensure written parental consent is obtained for administering medication.
- Update risk assessments for school trips and activities.

5. Communicate Clearly:

- Share essential information with relevant staff on a need-to-know basis, respecting confidentiality.
- Update the school's medical register and ensure records are accurate and securely stored in line with GDPR.

6. Prepare for Emergencies:

- Ensure emergency procedures are documented in the IHP.
- Confirm that staff know how to respond if the pupil's condition worsens.

7. Monitor and Review:

- The Principal will monitor compliance and ensure the plan is reviewed annually or sooner if needs change.
- Staff will be reminded of their responsibilities during regular policy updates.

This process reflects our commitment to partnership with families and professionals, ensuring that every child feels safe, supported, and able to flourish in our school community.

Individual Healthcare Plans

We use Individual Healthcare Plans (IHPs) to ensure pupils with medical conditions receive consistent, safe, and compassionate support. These plans help us work in partnership with families and professionals.

Purpose of IHPs:

- Provide clear, practical guidance for staff on supporting a pupil's medical needs.
- Ensure emergency procedures are documented and understood.
- Promote confidence among parents, pupils, and staff in the care provided.

Development of IHPs:

- IHPs are created for pupils with complex or ongoing medical needs.
- Plans are developed collaboratively with parents, the pupil (where appropriate), school staff, and healthcare professionals.
- Each plan includes:
 - Details of the medical condition and its impact on daily life.
 - Medication requirements and administration procedures.
 - Emergency actions and contact information.
 - Roles and responsibilities of staff involved in care.

Access and Confidentiality:

- IHPs are stored securely in line with GDPR and school data protection policy.
- Copies are held by the Principal and SENCo, with access granted to relevant staff on a need-to-know basis.
- Digital versions are password-protected and updated promptly when changes occur.

Review and Updates:

- IHPs are reviewed annually or sooner if a pupil's needs change.
- Parents and healthcare professionals are involved in all reviews.
- Updates are communicated promptly to relevant staff.

School Trips and Activities:

- IHPs accompany pupils on school trips and include any additional care requirements.
- Risk assessments are updated to reflect medical needs.

Through Individual Healthcare Plans, we ensure that every child receives personalised care that respects their dignity, promotes independence, and supports full participation in school life.

Staff Training

At St Patrick's Primary School, we believe that confident, well-trained staff are essential to safeguarding and supporting pupils with medical needs.

Our Approach to Training:

- **Purpose:** Training ensures staff can administer medication safely, respond to emergencies, and support pupils with dignity and confidence.
- **Who Provides Training:** Training is delivered by qualified healthcare professionals, specialist nurses, or other competent trainers.
- **Content:** Training covers:
 - Administration of prescribed and non-prescribed medication.
 - Emergency procedures for conditions such as asthma, diabetes, epilepsy, and severe allergies.
 - Use of specialist equipment (e.g., inhalers, insulin pens, EpiPens).
 - Record-keeping and confidentiality requirements.
- **Competence Confirmation:** Trainers confirm staff competence before duties are assigned.
- **Frequency:** Training is refreshed as required and reviewed annually. Emergency first aid training is renewed every three years.
- **Monitoring:** The Principal monitors compliance and maintains a training log, which is quality assured annually.
- **Supply and Temporary Staff:** All temporary staff are briefed on relevant medical needs and procedures before starting duties.
- **Continuous Improvement:** Staff are encouraged to seek additional support or refresher training whenever they feel unsure, fostering a culture of openness and learning.

Through robust training and ongoing support, we ensure that every member of staff feels confident and capable of meeting pupils' medical needs in a safe, inclusive environment.

Handling of Medication

We handle all medication with care, respect, and confidentiality, ensuring pupil safety and dignity at every stage.

Accepting Medicines:

- Medication must be provided by a parent/carer in its original container, clearly labelled with the pupil's name, dosage, and instructions.
- Wherever possible, medicines should be handed directly to the school office, not via pupils.

Safe Storage:

- All medication is stored securely in designated areas, accessible only to authorised staff.
- Emergency medication is kept in a location that is secure yet easily accessible when needed.
- Medication requiring refrigeration is stored in a clearly labelled airtight container in the staffroom fridge, which is inaccessible to pupils.
- Controlled drugs are stored in accordance with statutory requirements.

Access for Pupils:

- Pupils who self-administer medication (with parental consent and Principal approval) are supported to do so safely and discreetly.

Safe Disposal:

- Parents are asked to collect unused or expired medication promptly.
- If medication is not collected, it will be taken to a local pharmacy for safe disposal.
- Sharps are disposed of in approved sharps boxes, which accompany pupils on off-site visits.
- All disposal actions are recorded in the medication log for accountability.

Monitoring and Accountability:

- The Principal ensures monthly checks of medication for expiry dates and informs parents when replenishment is needed.
- All handling and disposal procedures are quality assured annually as part of the policy review.

Through these measures, we maintain a safe, respectful environment where pupils' medical needs are managed with care and confidence.

Administration of Medication

We understand that safe and timely administration of medication is essential to pupil wellbeing and inclusion.

General Principles:

- Medication will only be administered when it is essential during school hours and where not doing so would be detrimental to a pupil's health.
- Written parental consent is required for all medication (Forms AM2 and AM3).
- Medication must be provided in its original container, clearly labelled with the pupil's name, dosage, and instructions.

Who Can Administer Medication:

- Only staff who have received appropriate training and feel competent may administer medication.
- Controlled drugs may only be administered by specially trained staff.
- Staff are not legally obliged to administer medication unless it is part of their role, but they may volunteer following training.

Self-Administration:

- Pupils may self-administer medication if agreed by the Principal and parents, and if appropriate supervision is provided.
- A "Request for Pupil to Carry Medication" form (AM3) must be completed.

Prescribed Medication:

- Only medication prescribed by a doctor, dentist, nurse prescriber, or pharmacist prescriber will be administered.
- Aspirin will not be given to pupils under 16 unless prescribed.

Non-Prescribed Medication:

- Non-prescribed medication will only be administered in exceptional circumstances where it is essential to the pupil's health and cannot be taken outside school hours.
- Written parental consent is required, and the same checks apply as for prescribed medication.

Record-Keeping:

- Every administration of medication is recorded, including date, time, dosage, and staff signature.
- Records are quality assured by the Principal.

School Trips and Activities:

- Medication and Individual Healthcare Plans accompany pupils on trips.
- A trained member of staff will be available to administer medication during off-site activities.

Emergency Situations:

- Emergency medication (e.g., inhalers, EpiPens) is accessible at all times.
- Staff follow documented emergency procedures in the pupil's Individual Healthcare Plan.

Monitoring and Accountability:

- The Principal ensures compliance with this policy and monitors administration records regularly.
- Parents are informed promptly if medication is refused or misused.

Through these measures, we ensure that pupils' medical needs are met safely and respectfully, enabling them to participate fully in school life.

Reducing Triggers

At St Patrick's Primary School, we are committed to creating a safe and supportive environment where every child can flourish. We work proactively to identify and reduce triggers that may worsen medical conditions or lead to emergencies.

Our Approach:

- **Understanding Individual Needs:** We collaborate with pupils, parents, and healthcare professionals to identify specific triggers for each child and record them in their Individual Healthcare Plan.

- **Common Triggers:** Examples include allergens, stress, physical exertion, or environmental factors such as temperature changes.
- **Preventive Strategies:**
 - Adjusting classroom environments (e.g., allergen-free zones).
 - Allowing flexible access to water, snacks, or rest breaks.
 - Providing alternative activities where necessary.
- **Staff Training:** All relevant staff receive training or written guidance on recognising and responding to triggers.
- **Risk Assessments:** We carry out risk assessments for school activities and trips, ensuring triggers are considered and mitigated.
- **Monitoring and Review:**
 - Incidents related to triggers are reviewed promptly to inform improvements.
 - Strategies are updated annually or sooner if a pupil's needs change.

Through these measures, we aim to minimise risks and ensure that pupils feel safe, supported, and fully included in school life.

Record Keeping

At St Patrick's Primary School, accurate and secure record keeping is essential to safeguarding pupils and ensuring accountability. We maintain clear and consistent records so that every child's medical needs are managed safely and respectfully.

Our Approach:

- **Types of Records Maintained:**
 - Whole-school medication administration log (e.g., paracetamol).
 - Individual medication records for pupils with regular or complex needs.
 - Staff training log, including first aid and medical procedures.
 - School medical register listing pupils with medical conditions.
- **Location and Access:**
 - Records are stored securely in designated areas (e.g., Principal's office, classroom, or staffroom).

- Electronic records are password-protected and accessible only to authorised staff.
- **Confidentiality and GDPR Compliance:**
 - All records are handled in accordance with data protection legislation.
 - Access is restricted to staff who need the information to support pupils safely.
- **Retention and Disposal:**
 - Records are retained in line with the school's Records Retention and Disposal Schedule.
 - Expired or unnecessary records are disposed of securely.
- **Monitoring and Quality Assurance:**
 - The Principal reviews medication logs and training records regularly.
 - Annual audits ensure compliance and identify areas for improvement.
- **Accuracy and Accountability:**
 - Every administration of medication is recorded with date, time, dosage, and staff signature.
 - Any incidents or refusals are documented and reported to parents promptly.

Through robust record keeping, we ensure transparency, safety, and trust in the care provided to every child.

This school has clear guidance about record keeping. The following records are kept in school:

Name of Record	Location of Record	Completed by	Quality Assured by
Whole school administration of medication record	Principal's office	Class teacher	Principal
Individual administration of medication record – for pupils who have frequent and regular medication	Pupil's classroom	Class teacher / classroom assistant	Principal
Staff training log – including First Aid	Principal's office	Principal	Designated Teacher / Deputy Designated Teacher
School Medical Register	Each classroom / principal's office	SENCo	Principal

All of these records will be kept in accordance with the school's Records Retention and Disposal Schedule.

All electronic records will be password protected.

This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

School Medical Register

To ensure the safety and wellbeing of every child, St Patrick's Primary School maintains a centralised Medical Register that records all pupils with identified medical needs.

- **Responsibility:** The Special Educational Needs Coordinator (SENCo) is responsible for maintaining and updating the register. Updates occur promptly when new information is provided by parents/guardians or healthcare professionals.
- **Access and Confidentiality:** The register is securely stored and accessible only to authorised staff members who require the information to safeguard pupils. All data is handled in compliance with GDPR and school confidentiality policies.

- **Purpose:** The register ensures that staff are aware of pupils' medical needs and can plan appropriate support, fostering inclusion and healthy relationships in line with our school values.

Enrolment Forms

As part of our commitment to valuing every child and promoting a safe, inclusive environment, we collect essential health and medical information during enrolment and at regular intervals thereafter.

- **Initial Collection:** Parents/guardians are asked to provide details of any medical or health conditions on the enrolment form and data collection sheets.
- **Ongoing Updates:** Families are reminded annually to update this information, and they are encouraged to inform the school immediately of any changes.
- **Why This Matters:** Accurate information enables us to plan effectively for each child's wellbeing, ensuring that they grow with confidence and receive the support they need to flourish.

School Trips

Educational visits are an important part of our mission to nurture curiosity and lifelong learning. When planning trips, staff must prioritise pupil safety and wellbeing, ensuring that medical needs are fully considered.

Staff organising school trips must:

- **Plan well in advance** to allow time for risk assessments and medical arrangements.
- **Gather medical information** for all participating pupils, paying particular attention to conditions that may require management during the trip. This is especially critical for residential visits where pupils may need medication or procedures not typically required during the school day.
- **Ensure medication and equipment are taken** on the trip, stored securely, and administered according to the pupil's Health Care Plan.
- **Complete a comprehensive risk assessment** that includes strategies for managing medical conditions. Staff should recognise that some pupils may require an **individual risk assessment** due to the nature of their condition. This

assessment must consider additional medication, specialised equipment, or extra adult support.

- **Communicate clearly** with parents/guardians before the trip to confirm arrangements for medical care, demonstrating our commitment to partnership and trust.

By following these steps, we uphold our ethos of kindness, inclusion, and child-centred care, ensuring that every child feels safe and supported during enriching learning experiences beyond the classroom.

Emergencies

At St Patrick's Primary School, we recognise that certain medical conditions can be serious and potentially life-threatening if not managed correctly. We ensure that all staff understand their duty of care and are equipped to respond swiftly and compassionately in an emergency. Our procedures prioritise pupil safety, dignity, and wellbeing, reflecting our commitment to healthy relationships and inclusive practices.

General Principles

- **Awareness:** Staff understand what constitutes an emergency for each individual pupil, based on their Health Care Plan and medical information.
- **Training:** All staff, including temporary and supply staff, receive training in the school's emergency procedures and annual updates to maintain confidence and competence.
- **Duty of Care:** Every staff member knows they have a responsibility to act promptly and effectively in an emergency situation.

Emergency Procedure

- **Immediate Response:**
 - Stay with the pupil and provide reassurance.
 - Alert the school office or use the emergency communication system to summon help.
- **Calling Emergency Services:**

- Dial 999 immediately for life-threatening situations, providing clear details of the child's condition, location, and medical history.
- **Hospital Transfer:**
 - If a pupil needs hospital care, an ambulance will be called.
 - If parents/guardians are unavailable, a staff member will accompany the pupil and remain until a parent arrives.
 - Health professionals will make all decisions regarding treatment in the absence of a parent/guardian.
 - If a child has an Individual Healthcare Plan, it should accompany the child to hospital.
- **Transport by Car:**
 - Staff will not transport a pupil in their own car unless absolutely necessary and never unaccompanied.

First Aiders

- Training: Designated staff receive Emergency First Aid at Work training, refreshed every three years.
- Availability: A trained First Aider is on site throughout the school day.
- Knowledge: First Aiders are familiar with the most common serious medical conditions within the school.
- Leadership Support: The Principal and Board of Governors ensure staff feel confident and supported in emergency response.

Defibrillator

- A defibrillator is available on site as part of our emergency procedures.
- The Lead First Aider is responsible for regular checks to ensure the unit is in good working condition.

Unacceptable Practice

At St Patrick's Primary School, we are committed to ensuring that every child feels valued, respected, and supported in managing their medical needs. While staff exercise professional discretion and refer to Individual Health Care Plans, certain practices are never acceptable as they compromise pupil safety, dignity, and inclusion.

Principles

Staff must always act in a way that promotes the wellbeing and rights of pupils. The following actions are considered unacceptable and must be avoided:

- **Restricting Access to Medication:** Preventing pupils from accessing their inhalers or other prescribed medication when needed.
- **Assuming Uniform Treatment:** Treating all pupils with the same condition identically without considering individual needs and Health Care Plans.
- **Ignoring Pupil and Parent Views:** Disregarding the perspectives of pupils and their parents/guardians in decisions about care.
- **Ignoring Medical Evidence:** Overlooking professional medical advice or evidence, although it may be appropriately challenged through the correct channels.
- **Unnecessary Exclusion:** Sending pupils home frequently or preventing them from participating in normal school activities (e.g., lunch) unless explicitly stated in their Health Care Plan.
- **Unsafe Transfers:** Sending an ill pupil to the office or medical room without a responsible adult accompanying them.
- **Penalising Attendance:** Penalising pupils for absences related to their medical condition, such as hospital appointments.
- **Restricting Basic Needs:** Preventing pupils from drinking, eating, or taking toilet breaks when necessary to manage their condition.
- **Creating Barriers to Participation:** Limiting access to school activities or trips, or requiring parents to accompany pupils unnecessarily, thereby reducing inclusion.

Data Protection

At St Patrick's Primary School, we uphold the highest standards of confidentiality and respect for personal information. Protecting pupil data is essential to safeguarding their dignity and wellbeing while ensuring that staff have the information necessary to provide appropriate support.

Principles of Data Sharing

- **Limited Access:** Information about a pupil's medical condition will only be shared with staff who have a direct role in supporting that child's needs.
- **Context-Specific Sharing:**
 - For conditions requiring immediate awareness (e.g., severe allergies), it may be appropriate for all staff to be informed.
 - For sensitive issues (e.g., toileting needs), only staff directly involved in care will be informed.
- **Parental Consent:** Written parental/guardian permission will always be obtained before sharing any medical information, except in emergencies where disclosure is necessary to protect the child's life or health.
- **Compliance:** All data handling complies with GDPR and school confidentiality policies. Staff are reminded that medical information is strictly confidential and must not be discussed outside professional contexts.

Education and Learning

At St Patrick's Primary School, we believe every child should have the opportunity to flourish academically, socially, and emotionally, regardless of medical needs. We empower pupils to persevere through challenges and celebrate their successes, ensuring they can participate fully in all aspects of learning and school life.

Curriculum Access and Support

- Pupils with medical conditions will be supported to participate as fully as possible in all areas of the curriculum.
- Appropriate adjustments and additional support will be provided where practical, including differentiated tasks, flexible timetables, and access to resources that promote inclusion.
- Teachers and support staff will be informed of pupils who require special precautions or need to avoid specific activities, as outlined in their Health Care Plans.

Physical Activity

- All pupils are encouraged to take part in physical activity, including PE lessons, out-of-school clubs, and team sports.

- Staff will make reasonable adjustments to ensure activities are accessible, such as modifying intensity, providing rest breaks, or adapting equipment.
- Pupils will never be forced to participate if they are unwell or have been advised to avoid certain activities.
- Staff will be aware of potential triggers for medical conditions during exercise and take steps to minimise these risks.
- Pupils must have access to their medication, equipment, and food during physical activity sessions.

Awareness and Inclusion

- Staff will use opportunities in lessons and assemblies to raise awareness of medical conditions, promoting understanding and a positive, inclusive environment.
- All staff recognise the potential social challenges pupils with medical conditions may face and will use the school's Positive Behaviour Policy to prevent and address any issues promptly.

Educational Impact

- Staff understand that frequent absences, fatigue, or reduced concentration may be linked to a pupil's medical condition.
- Pupils will not be penalised for attendance issues related to their condition, such as hospital appointments or recovery periods.
- The SENCo will consult with pupils, parents, and healthcare professionals to ensure the impact of medical conditions on learning is properly considered and addressed through tailored support.

Dignity and Privacy

At St Patrick's Primary School, we respect the dignity and privacy of every child. We ensure that medical information is shared only with staff who have a direct role in supporting the pupil's needs.

- **Medication and Care:** Staff will be discreet when administering medication or managing healthcare needs, ensuring privacy wherever possible (e.g., using a quiet space rather than a public area).
- **Confidentiality:** Conversations about a pupil's medical condition will be conducted sensitively and never in front of other pupils or parents.
- **Respectful Practice:** Staff will always seek to maintain the child's comfort and dignity during any medical intervention, reflecting our commitment to kindness and inclusion.

Complaints

Concerns or complaints regarding the management of medical conditions should be addressed through the school's Complaints Policy, available on our website.

Complaints will be handled promptly, fairly, and in line with our ethos of healthy relationships and respect.

- Where complaints relate to safeguarding or health, they will be prioritised and escalated appropriately.

Distribution of the Medical Conditions Policy

To ensure transparency and accessibility, St Patrick's Primary School has clear procedures for sharing and communicating this policy:

- **Parents and Guardians:**
 - Informed that the Medical Conditions Policy is available on the school website.
 - Copies can be provided upon request from the school office.
- **School Staff:**
 - All staff are informed about the policy during induction and reminded regularly that it is available in their digital staff area.
 - Updates and changes are communicated promptly through staff meetings and digital notifications.
- **Board of Governors:**

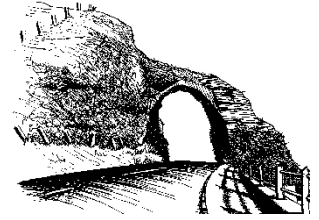
- Responsible for reviewing this policy annually to ensure compliance and alignment with best practice.
- **Communication Plan:**
 - The policy is supported by a clear communication strategy for staff, parents, and relevant healthcare professionals to ensure full implementation.
 - Pupils, parents, and local healthcare staff are reminded of the policy and can access a copy on request.

Ratification and Review

This policy has been developed through meaningful consultation with staff, parents, and members of the Board of Governors, reflecting our commitment to partnership and inclusion.

- Regular Review:
The Medical Conditions Policy will be reviewed annually to ensure it remains current, effective, and aligned with best practice.
- Evaluation Process:
In evaluating the policy, the school seeks feedback from:
 - Pupils and parents
 - School healthcare professionals and specialist nurses
 - Relevant local healthcare providers and emergency care services
 - School staff and governors
 - The school employer
- Ratification:
This policy was formally ratified by the Board of Governors on **11th December 2025**.
- Next Review Date:
The policy will be reviewed by **December 2026**, or earlier if required by legislative changes or significant updates in medical guidance.

**APPENDIX 1 – MEDICATION PLAN FOR PUPIL MEDICAL NEEDS
(FORM AM1)**



NAME OF SCHOOL: St Patrick's Primary School, Glenariff

MEDICATION PLAN FOR A PUPIL WITH MEDICAL NEEDS

Date: _____ Review Date: _____

Name of Pupil: _____

Date of Birth: ____/____/____

Class: _____

National Health Number (H&C): _____

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 the named pupil.

Signed: _____
Parent/carer

Date: ____/____/____

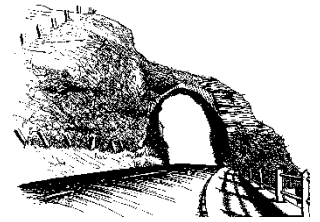
Distribution

School Doctor: _____ School Nurse: _____

Parent: _____

Other: _____

APPENDIX 2 – REQUEST FOR A SCHOOL TO ADMINISTER MEDICATION (FORM AM2)



NAME OF SCHOOL: St Patrick’s Primary School, Glenariff

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 e.g. lunchtime/break).

This child will be given/supervised whilst he/she takes their medication by

_____ (name of staff member).

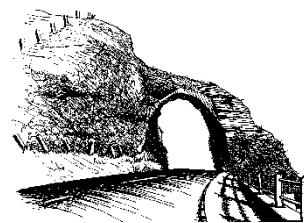
This arrangement will continue until _____ (either end date of course of medicine or until instructed by parents).

Signed: _____
(The Principal/authorised member of staff)

Date: ____/____/____

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.

APPENDIX 3 – TEMPLATE FOR A REQUEST FOR PUPIL TO CARRY HIS/HER MEDICATION (FORM AM3)



NAME OF SCHOOL: St Patrick's Primary School, Glenariff

TEMPLATE FOR A REQUEST FOR PUPIL TO CARRY HIS/HER MEDICATION

This form must be completed by parents/carers

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 of Medicine:

Procedures to be taken in an emergency:

Frequency medication is taken:

Contact Details:

Name: _____

Phone No: (home/mobile) _____

(work) _____

Relationship to pupil: _____

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

Signed: _____

Date: ____/____/____

Agreement of Principal

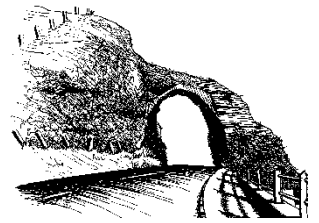
I agree that _____ (name of child) will be allowed to carry and self-administer his/her medication whilst in school and that this arrangement will continue until _____ (either end date of course of medication or until instructed by parents).

Signed: _____

Date: ____/____/____

The Principal/authorised member of staff

The original should be retained on the school file and a copy sent to the parents to confirm the school's agreement to the named pupil carrying his/her own medication.



APPENDIX 4 – RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD (FORM AM4)

NAME OF SCHOOL: St Patrick's Primary School, Glenariff

Record of medicine administered to an individual child

Surname	
Forename(s)	
Date of Birth	____/____/____
Class	
Condition or illness	
Date medicine provided by parent	
Name and strength of medicine	
Quantity received	
Expiry date	____/____/____
Dose and frequency of medicine	
Quantity returned	

Checked by: _____

Staff signature: _____ Signature of parent: _____

Date	____/____/____	____/____/____	____/____/____
Time given			
Dose given			
Any reactions			
Name of member of staff			
Staff initials			

Date	____/____/____	____/____/____	____/____/____
Time given			
Dose given			
Any reactions			
Name of member of staff			
Staff initials			

Date	____/____/____	____/____/____	____/____/____
Time given			
Dose given			
Any reactions			
Name of member of staff			
Staff initials			

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

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

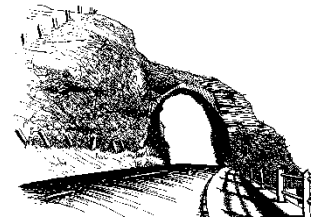
Date	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___
Time given			
Dose given			
Any reactions			
Name of member of staff			
Staff initials			

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

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

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

APPENDIX 6 – TEMPLATE FOR A RECORD OF MEDICAL TRAINING FOR STAFF (FORM AM6)



NAME OF SCHOOL: St Patrick's Primary School, Glenariff

TEMPLATE FOR A 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 _____ **Date** ____/____/____

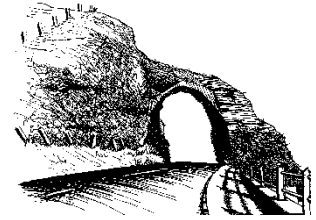
Proposed Retraining Date ____/____/____

Refresher Training Completed –

Trainer _____ Date ____/____/____

Trainee _____ Date ____/____/____

APPENDIX 7 – AUTHORISATION FOR THE ADMINISTRATION OF RECTAL DIAZEPAM (FORM AM7)



NAME OF SCHOOL: St Patrick’s Primary School, Glenariff

AUTHORISATION FOR THE ADMINISTRATION OF RECTAL DIAZEPAM

Child’s name _____

Date of birth ___ / ___ / ___

Class _____

GP _____

Hospital consultant _____

_____ (name of child) should be given Rectal Diazepam _____ mg.
If he/she has a *prolonged epileptic seizure lasting over _____ minutes

OR

*serial seizures lasting over _____ minutes.

An Ambulance should be called for *at the beginning of the seizure

OR

If the seizure has not resolved *after _____ minutes.

(*please delete as appropriate)

Doctor’s signature _____

Parent’s signature _____

Date ___ / ___ / ___

NB: Authorisation for the administration of rectal diazepam

As the indications of when to administer the diazepam vary, an individual authorisation is required for each child. This should be completed by the child’s GP, Consultant and/or Epilepsy Specialist Nurse and reviewed regularly. This ensures the medicine is administered appropriately.

The Authorisation should clearly state: when the diazepam is to be given e.g. after 5 minutes; how much medicine should be given; if a second dose of Rectal Diazepam can be given; and how the child presents before, during and after a seizure. Included on the Authorisation Form should be an indication of when an ambulance is to be summoned.

**This form should be completed in conjunction with Form AM7
Records of administration should be maintained using Form AM4 or similar.**

