

Administering medication



Updated by: *Safe Guarding Team in Term 1 2017-2018*

Adopted by Board of Governors (27TH March 2018)

Review Due: *Term 2 2019*

Signature of Chairperson of Board of Governors: _____

Signature of Principal: _____

Date: _____

Introduction

In our school there are pupils who may need to take medication during school hours for long or short term medical needs, or in emergency situations.

The most common ailments suffered by pupils are asthma, epilepsy and diabetes. Anaphylaxis and extreme allergic reactions to certain foods, such as nuts, fish and dairy products, is on the increase.

Who is responsible for administering medication?

The prime responsibility for a pupil's health rests with the parent/guardian, however, to enable pupils requiring medication to participate as fully as possible in school activities the school may agree to assist a child with medical needs.

Although staff members' conditions of employment do not include giving medication staff may volunteer to do this.

In keeping with the School's Pastoral Care Policy, Medication will only be administered on the School premises where and when it is deemed absolutely essential and after consultation between the Principal (Irish Medium Unit Co-ordinator in her absence) and the Parents/Guardians of the child concerned.

The employer will ensure that all staff acting within the scope of the Pupil's Health Care Plan as well as within their terms and conditions of employment will be indemnified for all actions taken that are associated with the administration of medicines.

The responsibility of the board of governors is to make sure that safety measures, which cover the needs of the pupil and staff, are outlined in the school's health and safety policy.

This may mean special arrangements for particular pupils in managing and administering medication.

Short term medication

There are times when pupils will require medication e.g. antibiotics and paracetamol. School staff **should not** give non prescribed medication without **prior written approval** from the parent/guardian as staff may not be aware of any previous dose taken or whether the medication will react with other medication.

A member of staff will notify the parent in writing on the day the medication is taken.

Prescribed medication – long term medical needs

Some pupils may have medical conditions which will require regular administration of medication in order to maintain their access to education. These pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and with support from the school can take part in most normal school activities.

In some cases, pupils with medical needs may be more at risk than their classmates. The school may need to take additional steps to safeguard the health and safety of such pupils. In a few cases individual procedures may be needed, i.e. **(Form1: Pupil's Health Care Plan)**.

Pupil's health care plan

When a parent requests medication to be administered to a pupil at school, the school will discuss the pupil's condition with the parent and the implications of the pupil's medical condition with the appropriate staff and where necessary draw up a Health Care Plan. The school will:

- Require a statement of the pupil's condition and requirements **(Form 2: Request by Parent for School to Administer Medication)**;
- decide on the way in which they will meet the pupil's requirements **(Form 3: School's Agreement to Administer Medication)**;
- ensure appropriate training and appropriate medical advice is available from medically qualified persons, i.e. Pupil's GP, Specialised Nurse, School Health Teams;
- ensure that a sufficient number of staff are trained in order to cover absences **(Form 4: Staff Training Record)**;
- ensure two members of staff are always present when administering medication.
- train staff on how to call emergency services.

Emergency procedures

- All staff should know how to call the emergency services.
- All staff should also know who is responsible for carrying out emergency procedures in the event of need.
- Guidance on calling an ambulance **(Form 5: Emergency Planning)**.

Storage of medication

The medication will be given by the parent/carer **(NOT THE CHILD)** to the School Secretary who will forward it to the Mrs. Mc Master / Mrs. O 'Loughlin for safe storage.

Some medicines may be harmful to anyone for whom they are not prescribed. Where a school agrees to administer this type of medicine, the employer has a duty to ensure that the risks to the health of others are properly controlled.

Therefore, schools must ensure that:

- the medicine container is labelled with the name of the pupil, dose and frequency of administration and any expiry date;
- where a pupil requires two or more medicines, these should be kept in their original container and never transferred to another container;
- medicines are kept in a secure cupboard in the staffroom and within the IMU will be stored in a secure cupboard in Mrs. O'Loughlin's room.;
- the trained staff and the pupil know where the medicines are stored.
- a record is kept of all medication administered (**Form 6: Record of medication administered**); and
- a regular check is made to ensure that a medicine is not out of date, e.g. epi-pen.

School trips

Sometimes the school may need to take additional safety measures for outside visits. Arrangements for taking any necessary medication will also need to be taken into consideration.

Staff supervising excursions should always be aware of any medical needs and relevant emergency procedures. Sometimes an additional supervisor or parent might accompany a particular pupil.

Please refer to the Department of Education guidance booklet *"Educational Visits, Policy, Practice and Procedures"*. http://www.deni.gov.uk/educational_visits_2009.pdf

School transport

The employer must make sure that pupils are safe during home to school transport journeys. Most pupils with medical needs do not require supervision on school transport, but the employer should provide appropriately trained supervisors if they consider them necessary.

Further information, useful contacts and helplines can be found in the DENI booklet *"Supporting Pupils with Medication Needs"*

Website: http://www.deni.gov.uk/support_with_medical_needs.pdf

Form 1

Healthcare Plan for a Pupil with Medical Needs

Name _____

Date of Birth _____

Condition _____

Class/Form

Date _____

Review Date _____

Name of School

Contact Information

Family Contact 1

Name

Phone No. (work) _____ (home) _____

Relationship

Family Contract 2

Name

Phone No. (work) _____ (home) _____



Relationship

Clinic/Hospital Contact

Name

Phone No.

G.P.

Name _____ Phone No. _____

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

Daily care requirements, (e.g. before sport/at lunchtime):

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

Follow up care:

Who is responsible in an emergency: (State if different on off-site activities)

Form copied to:

Form 2

Request by Parent for 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 medication

Details of Pupil

Surname:

Forename(s)

Address:

M/F: _____

Date of Birth: _____

Class/Form: _____

Condition or illness:

Medication

Name/ Type of medication (as described on the container)

For how long will your child take this medication:

Date dispensed: _____

Full direction for use:

Dosage and method:

Timing: _____

Special precautions:

Side effects:

Procedures to take in an Emergency:

Contact Details

Name:

Daytime Telephone No:

Relationship to Pupil:

Address:

I understand that I must deliver the medicine personally to (Mrs O'Loughlin (IMU) or Mrs. Mc Master and accept that this is a service which the school is not obliged to undertake.

Date: _____ Signature(s): _____

Relationship to pupil:

Form 3

School's agreement to administer medication

I agree that (name of child) will receive (quantity and name of medicine) every day at (time medicine to be administered e.g. lunchtime or afternoon break). (Name of child) will be given their medication by (name of member of staff). This arrangement will continue until (either end date of course of medicine or until instructed by parents).

Date: _____

Signed: _____ (The Principal/Named Member of Staff)

Form 4

Staff training record-administration of medical treatment

Name:

Type of training received:

Date training completed:

Training provided by:

I confirm that _____ has received the training detailed above and is competent to carry out any necessary treatment.

Trainer's signature: _____ Date: _____

I confirm that I have received the training detailed above.

Staff signature: _____ Date: _____

Staff signature: _____ Date: _____

Suggested review date:

Form 5
Emergency Planning

Request for an Ambulance to:

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

1. School telephone number **028 796 43346**

2. School name, address and postcode **St Brigid's Primary School, Tirkane**

3. **130 Tirkane Road, Maghera BT46 5NH**

4. Give exact location in the school (approximately 2.5 miles outside Maghera just

beyond the crossroads on the left.)

5. Give your name

6. Give brief description of pupil's symptoms

7. Inform Ambulance Control of the best entrance and state that the crew will be met
and taken to

FORM 6: Record of medication administered

Date	Pupil's Name	Time	Name of Medication	Dose Given	Any Reactions	Signature of Staff	Print Name