

BLIGH'S LANE NURSERY SCHOOL

CHILDREN WITH MEDICAL NEEDS POLICY, INCLUDING THE ADMINISTERING OF MEDICINES



Signed: Charles E. O'Donnell (BOG Chair)

L. Wu (Principal)

Date: 14th November, 2024.

Review Due: NOV '27

CHILDREN WITH MEDICAL NEEDS POLICY, INCLUDING THE ADMINISTERING OF MEDICINES

DEFINITION

Pupils' medical needs may be broadly summarised as being of two types:

- 1) Short-term affecting their participation in school activities for which they are on a course of medication.
- 2) Long-term potentially limiting their access to education and requiring extra care and support (**special medical needs**).

INTRODUCTION

An inclusive education policy means that children with special educational needs, disabilities or medical needs will be educated in a variety of school settings, ranging from classes and units/learning support centres in local mainstream nursery, primary and post primary schools through to special schools. This may include children with complex medical needs, where a number of specific procedures may be required in relation to their physical health.

Pupils with medical needs do not necessarily have special educational needs. But for those who do, their needs are addressed by the guidance contained within the Code of Practice for the Identification and Assessment of Special Educational Needs 1998 and the supplement to the Code published in September 2005. Under the terms of the Education (Northern Ireland) Order 1996, a Health and Social Care authority must provide help to the Education Authority for a pupil with special educational needs, which may include medication needs, whether a child is placed in a mainstream or special school. Health and Social Care authorities have a responsibility to provide advice and training for school staff in procedures which deal with a pupil's medication needs, which in turn should support that child's access to education. The Education Authority, Health and Social Care authorities and schools should work together, in close partnership with parents, to ensure quality support in school for pupils with medication needs. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information.

- Bligh's Lane Nursery School is an inclusive community that welcomes and supports pupils with medical conditions.
- At Bligh's Lane Nursery School we understand that pupils can suffer short term, long term, chronic and acute illness and will provide for all pupils without exception or discrimination.

- Bligh's Lane Nursery School provides all pupils with any medical condition the same opportunities as others at school, enabling them to play a full and active role in school life, remain healthy and achieve their academic potential.

AIMS

- Assist parents in providing medical care for their children;
- Educate staff and children in respect of special medical needs;
- Adopt and implement the DENI policy of Medication in Schools;
- Arrange training for staff to support individual pupils;
- Liaise as necessary with medical services in support of the individual pupil;
- Ensure access to full education if possible.
- Monitor and keep appropriate records.

ENTITLEMENT

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs;
- The administration of medicines is a **voluntary role**, there is no legal duty for staff to administer medicine

4.0 EXPECTATIONS

It is expected that:

- parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative;
- where parents have asked the school to administer the medication for their child they must ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. The school will only administer medicines in which the dosage is required 4 times a day. The name of the pharmacist should be visible. Any medications not presented

properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent.

- Employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- the school will liaise with the Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- Any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

PRACTICE

The school understands the importance of medication and care being taken as directed by healthcare professionals and parents. All pupils with medical conditions will have an **Individual Care Plan** written as soon as possible after diagnosis and reviewed at least annually or more often if necessary.

The school has clear guidance on providing care and support and administering medication and first aid at school:

- The school will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child.
- The school will ensure there are sufficient members of staff trained to cover any absences, staff turnover and other contingencies.
- The school's governing body under direction of the Education Authority has made sure that there is the appropriate level of insurance and liability cover in place.
- Medication may only be administered if prescribed by a healthcare professional.
- Medicines bought 'over the counter' may not be administered, except for a single dose of travel sickness medication required for the return journey of an educational visit and then only upon the explicit written consent of the parent.
- Parents may be permitted to come into school during school hours to administer a single dose of analgesic and/or antipyretic medicine such as paracetamol or ibuprofen if they feel it is necessary
- Medicines will only be administered at school when it would be detrimental to the pupil's health not to do so and where it is not clinically possible to arrange doses to be taken solely outside of school hours.
- When administering medication, for example prescribed pain relief or antibiotics, this school will check the maximum dosage and when the previous dose was given. Parents will be informed.
- Children at this school will not administer their own medication, unless they have received appropriate training and it is the wish of the pupil and their parent. This will be recorded on their care plan.
- A member of staff must be present to supervise and be prepared to intervene if necessary to ensure the child's health and safety are not compromised.

- Whilst pupils will be encouraged to keep themselves healthy, and self-care is to be promoted, this school recognises that some pupil's needs may be complex and some medical conditions can be fatal if not managed well.
- If a pupil refuses to take their medication or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the care plan. Parents will be informed.
- The school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site educational visit and the needs of the pupil, associated risks and how these are to be managed will be included in the risk assessment for the visit.
- Parents at this school understand that they should let the school know immediately if their child's needs change and provide enough information to ensure their needs are met.

STORAGE OF MEDICATION AND EQUIPMENT

- The school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication / equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away.
- Pupils may carry their emergency medication / equipment with them if this is appropriate or know where and how to access it.
- Children at this school know to ask any member of staff and that they may have immediate access to their medication when required.
- In this school medications are stored safely in the medicines cupboard or the fridge, if required to be stored at a controlled temperature, in the Staff Room.
- The school will store medication that is in date and labelled in its original container. The exceptions to this are insulin and adrenalin (auto-injector), which although must still be in date, will generally be supplied in an injector pen or pump. Medication will only be accepted where it is in its original container, complete with dispensing label including the child's name and instructions for administering from a qualified healthcare professional.
- The school will check all medication held in school on at least a termly basis and all medicines which will expire before the end of the following term will be returned to parents and replacements requested.

The qualified first aiders at Bligh's Lane Nursery are:

Mrs Michelle Meehan

Miss Martina McGilloway

Mrs Geraldine Carlin

POLICY REVIEW

This Policy will be reviewed in line with school policy review schedule or more frequently in light of new guidance or legislation.

NAME OF SCHOOL _____ FORM AM2

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)

NAME OF SCHOOL _____

FORM AM4

**Record of medicine administered
to an individual child**

Surname	
Forename (s)	
Date of Birth	___/___/___ M <input type="checkbox"/> F <input type="checkbox"/>
Class	
Condition or illness	
Date medicine provided by parent	
Name and strength of medicine	
Quantity received	
Expiry date	___/___/___
Quantity returned	
Dose and frequency of medicine	

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			

FORM AM4 (Continued)

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			

For further guidance please see the “Supporting Pupils with Medication Needs” on the DENI website.

<https://www.education-ni.gov.uk/publications/supporting-pupils-medication-needs-guidance-forms>