



SUPPORTING PUPILS WITH MEDICATION NEEDS POLICY

Belfast High School

Date: February 2023

Date Ratified: 22 February 2023

Ratified by: Board of Governors

Responsibility: Board of Governors

Author: Vice Principal

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Rationale

Belfast High School aims to ensure that pupils with medication needs receive appropriate care and support at school. The School anticipates that most children with medication needs will be able to manage their own medication, will be able to attend school regularly and take part in most school activities. However, there may be occasions when, following a parental request or in an emergency, staff will need to assist pupil(s) with the administration of medicines during the school day.

The School recognises that there is no legal or contractual requirement for teachers, or other employees, to administer medication or undertake medical practices with pupils in their charge, other than that required *in loco parentis*.

Aims

This policy incorporates guidance from the Department of Education and the Department of Health. It aims to:

- Ensure that pupils with medication needs receive appropriate care and support;
- Ensure that no member of staff is at risk of inappropriate behaviour or failure to give support to a child in need;
- Provide advice and training to staff;
- Work in support with parents / guardians, health professionals and other agencies to provide a supportive environment for pupils with medication needs; and
- Ensure that everyone concerned is aware of their responsibilities and the protocols to be followed when dealing with pupil medication.

Categories of Medication Needs

Medication needs can be grouped into three categories:

- Pupils requiring short term prescribed medication for acute conditions;
- Pupils with a long term condition requiring regular medication;
- Pupils who may very rarely require medication to be given in an emergency.

Within each of these categories medication may be self-administered, supervised, or administered by a third party.

Roles and Responsibilities

Parents/Carers

Pupil(s) should be kept at home if acutely unwell or infectious.

Parents/Carers must make sure that the School is made aware, in writing using the '**Medical Form**' (Appendix 1), of any medical conditions affecting their child(ren) and of the medication being taken. This information will initially be provided at the time of enrolment and parents/carers must ensure that any change to their child's medical needs is reported to the school.

Parents/Carers should be aware that medical information about their child(ren) will be made available to the relevant staff who may have to deal with their child(ren).

If a parent/carer requests that the school stores/administers medicine, then the relevant section of the 'Medical Form' must also be completed and returned.

The School will only accept prescription medication that is in a secure and labelled container as originally dispensed.

Each item of medication must be delivered to a First Aider or member of the Senior Leadership Team by the parent/carer. Each item of medication must be clearly labelled with the following information:

- pupil's name;
- name of medication;
- dosage;
- frequency of administration;
- storage requirements (if important); and
- 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 4 weeks' supply at any one time).

It is the responsibility of parents/carers to ensure that all medications stored in the school are up-to-date. The School will not take responsibility for ensuring that medications are up-to-date or for the use of out-of-date medications by pupils.

It is the responsibility of parents/carers to notify the School in writing if the pupil's need for medication has ceased.

It is the parents'/carers' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

Pupils

The School requires that all medicines are stored in the Medical Room. Pupils are encouraged to administer their own medicine in the presence of a First Aider. Parent/Carer approval is needed for self-administration; parents/carers must complete the relevant section of the Medical Form.

All pupil visits to a First Aider requiring the administration of medication will be recorded in SIMS.net.

Staff

All staff, as appropriate, should be aware of pupils in the school who have a medical condition (and of the medication which has been prescribed for them). This information is supplied in confidence and must not be disclosed without permission.

All medication administered on the school premises will be overseen by a First Aider.

A First Aider may only administer medications listed on the 'Medical Form' if it has been duly signed and returned. Exceptions to this may be permitted when pupils are on school trips, but only where a person with parental responsibility has given written permission for an accompanying staff member and/or trip leader to do so.

A First Aider will assess the situation and, should they feel further medical treatment is required, contact a person with parental responsibility for the pupil, in order that they may collect them from the School and get appropriate medical treatment. Where it is not possible to contact a person with parental responsibility, a First Aider may send the pupil to hospital. If a First Aider decides that a pupil is fit to return to class, then the pupil's visit will be recorded in SIMS.net.

If a pupil refuses to take medicines, staff will not force them to do so, and will inform the parents/carers 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.

School staff are not obliged to dispose of medication. Date expired medicines or those no longer required for treatment will be returned immediately to the parent/carer.

All medications will be stored in the Medical Room and administration of medicines will normally take place in the Medical Room.

Some medication for pupils may need to be refrigerated. All refrigerated medication should be clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils.

All medication is sent home with pupils at the end of the school year. Medication is not stored during the summer holidays. It is the responsibility of parents/carers to ensure that new and in date medication comes into school at the beginning of the new academic year.

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 (see the *Educational Visits Policy*).

The School

The School will maintain a medical room for those pupils and employees who are suffering from a medical condition. This room is located close to the School Office.

The School will facilitate emergency medical treatment and staff to oversee regular treatment of those with medical needs.

The School will provide appropriate training, support and guidance for staff who support pupils with medication needs.

The Governors will regularly review the *Supporting Pupils with Medication Needs Policy*.

Pupils and Employees with Special Medical Needs and who Require Medication

On arrival in the School, each individual case will be assessed by relevant staff in conjunction with the SENCO and the person(s) with parental responsibility.

The parents/carers will provide a written statement indicating clear identification of the onset of the condition that requires medication or other medical attention. An agreed method of treatment will be formulated in writing and signed by a person with parental responsibility.

Children with long-term or complicated medical conditions will require a detailed written agreement to be drawn up between the School, parents/carers and the medical specialists; this should indicate the support available and the staff trained to undertake administration. Parents/carers should advise the school of any changes to the agreement which has been reached with their child's medical specialist.

Records and other relevant School Policies

The School will maintain full and thorough records relating to all aspects of health support offered to parents/carers and pupils. Record forms kept will include (but may not be limited to):

Medical Form
Pupil Visits to the Medical Room (SIMS.net)
Care Plans
Concussion documentation

Other relevant policies include:

- *Critical Incident Policy*
- *Drug & Substance Abuse Policy*
- *Educational Visits Policy*
- *Health & Safety Policy*
- *Special Educational Needs Policy*
- *Intimate Care Policy*

First Aid Materials

First Aid equipment and materials are held in the Medical Room and by sports coaches. All First Aiders are equipped with a supply of basic first aid resources.

Portable First Aid kits are held in the Medical room to be used for educational visits. The Group Leader in charge of the educational visit should notify a First Aider if they plan to use one of the portable First Aid kits and they must also ensure that any relevant emergency medication is brought on the educational visit. Upon their return, the Group Leader should notify a First Aider if any items were used.

Review

This policy will be kept under review by the Board of Governors, in line with the School's Policy Review Schedule

BELFAST HIGH SCHOOL MEDICAL FORM SAMPLE TEMPLATE

STRICTLY CONFIDENTIAL

Name: _____ Date of Birth: _____

Form: _____ Medical No: _____

Address: _____

Telephone Numbers (at least two numbers should be provided in the order in which you would like to be contacted):

Contact Name 1: _____ Contact Number: _____

Contact Name 2: _____ Contact Number: _____

Contact Name 3: _____ Contact Number: _____

GP Contact Details:

GP's Name: _____ Surgery: _____

Telephone: _____

The following medication is available in school for minor ailments. Please indicate whether or not you consent to the administration of the medication in school:

MEDICATION	YES	NO
Paracetamol		
Anti- diarrhoea		
Antacids		
Travel sickness		
Burn gel		
Bite or sting cream/spray		
Throat Lozenges		
Antihistamines or allergy tablets		

Prescription Medication

Does your child require any regular medication? **YES / NO**

Do you require this medication to be stored in school? **YES / NO**

If **"YES"** please state medication, dosage, quantity and frequency and any other relevant information (eg: storage in fridge)

Medication must be delivered to a First Aider in a container clearly labelled with the following information:

Pupil's Name
 Name of Medication
 Dosage
 Frequency of Administration
 Storage Requirements
 Expiry Date

I **DO / DO NOT*** consent to my child being given these medications in school if required.

I **DO / DO NOT*** consent to my child carrying their own medication.

I **DO / DO NOT*** consent to my child self-administering their own medication.

For pupils with Asthma:

I confirm that my child has been diagnosed with asthma. I confirm that my child has a working inhaler which they will bring every day and carry with them and that the school holds a spare inhaler prescribed for my child (if applicable).

I **DO / DO NOT*** consent to my child receiving Salbutamol from an emergency inhaler held in school in the event that my child displays the symptoms of asthma and their inhaler and the spare are not usable.

For pupils with Allergies, Diabetes, Epilepsy:

I **DO / DO NOT** * consent to my child being treated with emergency medication with the understanding that they have not been prescribed by a medical doctor.

I **DO / DO NOT** * consent to an auto-injector being administered to my child as required.

Does your child suffer from any of the following?

- Behavioural Difficulties **YES / NO ***
- Hearing Difficulties **YES / NO ***
- Physical Disability **YES / NO ***
- Poor Eyesight **YES / NO ***
- Convulsions **YES / NO ***
- Asthma/Chest Trouble **YES / NO ***
- Diabetes **YES / NO ***
- Allergies **YES / NO ***

(If yes, please state below to what extent they are affected and treatment required, if any).

If **“YES”** please give details of the above or any other condition you wish to mention:

Is your child unable to take part in any school activity for health reasons? **YES / NO ***

If **“YES”** please give details:

I undertake to notify the School of any changes in the above information and I give permission for the above pupil to receive the treatment indicated by me on this form from a First Aider or other authorised person. I accept that on school trips it is my responsibility to ensure that my child is provided with the correct medications, which must be clearly labelled and given to the trip leader.

Signed (Parent/Guardian): _____

Date: _____

* Please delete as appropriate

Procedures for Administering Medication in the Medical Room

<p>Parents will / will not have provided permission to administer the following for MINOR AILMENTS:</p> <p>Paracetamol Anti- diarrhoea Antacids Travel sickness Burn gel Bite or sting cream/spray Throat Lozenges Antihistamines or allergy tablets</p>	<p>Check pupil permission in folder ↓ Check SIMS to ensure pupil has not received medication earlier in the day ↓ Check directions on packaging ↓ Administer appropriate dosage ↓ Record pupil name, form class, date, time and dosage on SIMS</p>
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Summary of Common Conditions Requiring the Administration of Medication

Common Conditions

Anaphylaxis

Each pupil's GP/Medical Consultant will have prescribed autoinjectors at their own strength to each pupil identified as in danger of Anaphylaxis. Each pupil will carry their own auto injector.

A spare autoinjector will be held for each pupil in the Medical Room. A First Aider is to review the provision termly.

Administration of auto injector:

- lie the pupil flat with their legs raised. If breathing is difficult, allow the pupil to sit;
- remove safety cap;
- hold autoinjector at right angle to outer thigh (through clothing if necessary);
- press firmly until you hear a click;
- hold in place for 10 seconds;
- remove autoinjector and massage area for 10 seconds;
- note time of administration;
- Dial 999 for an ambulance and say "Anaphylaxis";
- If no improvement **after 5 minutes, give a further adrenaline** dose using a second autoinjector, if available;

You must only use the pupil's own autoinjector. You must not use another pupil's autoinjector.

Diabetes

Staff in charge of Physical Education or other physical activity sessions should be aware of the need for children with diabetes to have glucose tablets or a sugary drink to hand.

Staff should be aware that the following symptoms, either individually or combined, may be indicators of low blood sugar known as a **hypoglycaemic reaction** (hypo) in a child with diabetes:

- hunger, sweating, drowsiness, pallor;
- glazed eyes, shaking or trembling, lack of concentration;
- headache;
- irritability; and/or
- mood changes, especially angry or aggressive behaviour.

If a child has a hypoglycaemic reaction, it is very important that they are not left alone and that a fast-acting sugar, such as glucose tablets, a glucose rich gel, or a sugary drink is brought to the child and given immediately. Slower acting starchy food, such as a sandwich or two biscuits and a glass of milk, should be given once the child has recovered, some 10 – 15 minutes later.

Asthma

Pupils with asthma are required to have their inhalers on their person at all times.

Staff need to be aware that some animals can cause a sudden and severe reaction. Pupils, known to react in this way, should not approach, handle or care for the animals.

It is essential that all pupils and children have immediate access to their reliever inhalers when they need them.

Relievers should always be available during physical education, sports activities and educational visits.

Pupils with asthma are not permitted to use another pupils' inhaler.

The School will maintain an asthma register.

As per the Guidance for the Use of Emergency Salbutamol Inhalers in Schools (2015), the School will stock a small supply of inhalers for emergency use. The emergency salbutamol inhaler should only be used by pupils:

- who have been diagnosed with asthma and prescribed a reliever inhaler; or
- who have been prescribed a reliever inhaler; and
- for whom written parental consent (see Appendix 1a) for the use of the emergency inhaler has been obtained.

A First Aider will inform the parent/carer that their child has used the emergency inhaler. To avoid the possible risk of cross-infection, the inhaler should NOT be reused.

Common signs of an asthma attack include:

- coughing;
- shortness of breath;
- wheezing;
- tightness in the chest;
- being unusually quiet;
- difficulty speaking in full sentences; and
- tummy ache (sometimes in younger children).

What to do in an asthma attack:

- keep calm;
- encourage the child or young person to sit up and slightly forward. Do not hug or lie them down;
- make sure the pupil takes two puffs of reliever (blue) inhaler immediately (preferably through a spacer);
- loosen tight clothing; and
- reassure the child.

If there is no immediate improvement, continue to make sure the pupil takes one puff of reliever inhaler every minute for five minutes or until their symptoms improve.