



Cookstown High School

Administering Medication Policy

Reviewed: December 2021

Next Review: December 2024

Contents

POLICY OVERVIEW..... 3

RECORD OF POLICY AMENDMENTS 3

Introduction..... 4

Responsibility for Administering Medication..... 4

Short-Term Medication 4

Long-Term Medical Needs – Prescribed Medication 4

Pupil’s Health Care Plan 5

Emergency Procedures..... 5

Storage of Medication..... 5

School Trips 6

School Transport 6

Appendices 6

 Form 1 Healthcare Plan for a Pupil with Medical Needs..... 7

 Form 2 AM2 Request by Parent for School to Administer Medication..... 9

 Form 3 School’s Agreement to Administer Medication..... 11

 Form 4 Staff Training Record-Administration of Medical Treatment 12

 Form 5 Emergency Planning – Request for an Ambulance 13

 Form 6 Learning Support Centre Addendum 14

 Form 7 Learning Support Centre Addendum 15

POLICY OVERVIEW

DETAILS

TITLE	Administering Medication Policy
TARGET AUDIENCE	Parents/Guardians, School Stakeholders, Staff
REVIEW DATE	December 2021
REVIEW LEAD	Vice Principal - Pastoral
POLICY DEVELOPED BY	Senior Leadership Team
POLICY RATIFIED BY THE BOARD OF GOVERNORS ON:	December 2021
EFFECTIVE FROM:	December 2021
REVIEW FREQUENCY:	Every three years (minimum)
REVIEW DATE:	December 2024
PRINCIPAL	Miss G J Evans
CHAIR OF BOARD OF GOVERNORS	Mrs L Dripps

This procedure has been reviewed to include reference to the remit of the Northern Ireland Public Services Ombudsman (NIPSO) in investigating complaints from members of the public in relation to maladministration in publicly funded schools.

RECORD OF POLICY AMENDMENTS

The following table outlines any significant changes/amendments made to this procedure since it was ratified by the Board of Governors on:

DATE OF REVIEW OR AMENDMENT	SUMMARY OF CHANGED / AMENDMENTS TO PROCEDURE	AMENDED BY

Introduction

In most schools there are pupils who may need to take medication during school hours for long-term 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. Staff are therefore being increasingly called to administer medication to pupils. Although staffs' conditions of employment do not include giving medication or supervising a pupil taking it, staff may volunteer to do this.

Responsibility 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.

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 employer/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. Pupils in the Learning Support Centre may require assistance when medication has to be administered and this is noted in Appendix 1.

The policy should cover the school's approach to taking medication.

Short-Term Medication

There are times when pupils request painkillers at school including aspirin 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. For this parents/guardian should submit AM2 form, available from the school Reception (Form 2 in Appendix).

A member of staff should supervise the taking of the medication and notify the parent on the day the painkillers are taken via Parent App message.

If a pupil suffers from acute pain regularly, e.g. migraine, the parents should authorise and supply the appropriate painkillers.

No pupil under 16 should be given medicine without the parent/guardian's written consent.

Long-Term Medical Needs – Prescribed Medication

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 should 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, i.e:

- a written request together with a statement of the pupil's condition and requirements must be made available to the school **(Form 2: Request by Parent for School to Administer Medication)**
- the school must decide on the way in which the school 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
- the school must ensure that enough staff are trained in order to cover absences **(Form 4: Staff Training Record)**
- two members of staff are always present when administering medication which could expose staff to allegations of assault or sexual abuse, e.g. administering rectal Diazepam
- 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

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.

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
- the trained staff and the pupil know where the medicines are stored and who holds the key
- a record is kept of all medication administered (Form 6)
- 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

Appendices

Form 1 Healthcare Plan for a Pupil with Medical Needs

Form 2 AM2 Request by Parent for School to Administer Medication

Form 3 School's Agreement to Administer Medication

Form 4 Staff Training Record-Administration of Medical Treatment (not required for medications which are self-administered by pupil)

Form 5 Emergency Planning – Request for an Ambulance (copy to be stored in First Aid bag)

Form 6 Learning Support Centre Addendum

Form 7 Record of Medication Administered

Form 1 Healthcare Plan for a Pupil with Medical Needs

Care plans received from Healthcare Agency in advance of admission OR upon diagnosis

Healthcare Plan for a Pupil with Medical Needs

Name _____

Date of Birth _____

Condition _____

Class/Form _____

Date _____

Review Date _____

Name of School _____

Photograph

Contact Information

Family Contact #1

Name _____

Tel (work) _____

Tel (home) _____

Relationship _____

Family Contact #2

Name _____

Tel (work) _____

Tel (home) _____

Relationship _____

Clinic/Hospital Contact

Name _____

Tel _____

GP Practice _____

GP Name _____

GP Tel _____

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

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

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 AM2 Request by Parent for School to Administer Medication

AM2 Form held in school reception; available upon request for occasional pain relief or other minor ailments

Request by Parent for School to Administer Medication

Example form for parents to complete if they wish to 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 directions for use: _____

Dosage and Method:

Timing:

Special precautions:

Side effects:

Self-administration:

Procedures to take in an Emergency:

Contact Details

Name

Daytime Tel

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.

Date

Signature(s)

Relationship to Pupil

Form 3 School's Agreement to Administer Medication

When using AM2 this form will not be necessary. Parent App message sent when medicine is administered

School's Agreement to Administer Medication

Name of Pupil

Medicine

Dose

When

Member of Staff

End date of course

I agree that the above-named pupil will receive the medicine and dosage every day as detailed above. The above-named pupil will be given/supervised whilst he/she takes their medication by above named 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)

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 _____

Emergency Planning – Request for an Ambulance

Request for an Ambulance to: COOKSTOWN HIGH SCHOOL

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

1. School telephone number **028 8687 3620**
2. School name, address, and postcode
COOKSTOWN HIGH SCHOOL, Molesworth Street, BT80 8PQ
3. Give exact location in the school (insert brief description)
Indoor/Outdoor/Pitch/Playground/Car park/Building

what3words: worldwide.lipstick.messing (School Reception)
4. Give your name
5. Give brief description of pupil's symptoms
6. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to

Medications Addendum for Learning Support Centre

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.

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Administering Medication forms completed by parents and held in the LSC for both long term and short-term medication.

Long-term medication for pupils with for example, ADHD - Classroom Assistant administers medication.

Short term medication for example paracetamol - classroom assistant administers medication. Phone call is always made to check if prior medication has been given at home.

All medication given is always recorded.

All medication is clearly named, in boxes, and stored in a locked cupboard.

