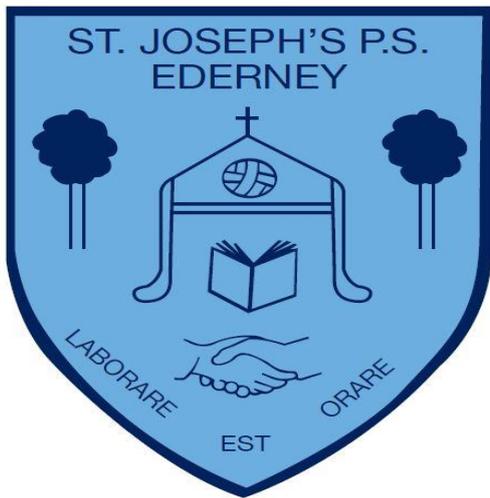


**St. Joseph's P.S  
&  
Ederney Community Nursery**



**Medical Needs Policy**

## **Rationale**

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will represent a short term medical need; perhaps finishing a course of medication, as a result of an accident or recovering from illness. Some other pupils may require medication on a long term basis to keep them well, for example children with well controlled epilepsy or cystic fibrosis and, if this is not properly managed, they could be prevented from reaching their full potential. Such pupils are regarded as having medical needs. Most children with medication needs are able to attend school regularly and, with some support from the school, can take part in the majority of school activities. A positive response by the school to a pupil's medication needs will not only benefit the pupil directly, but can also positively influence the attitude of others.

Medication needs can be grouped into three categories:

1. Pupils requiring short term prescribed medication for acute conditions, for example an ear or chest infection. Usually such children will have been off school, but may still be on medication when they return.
2. Pupils with a long term condition requiring regular medication; the two biggest categories within this group would be children with asthma and those with ADHD.
3. Pupils who may very rarely require medication to be given in an emergency: Two different types of medical emergency may arise within the school setting:
  - Where the pupil has not previously been known to have a medical condition and the medical emergency arises "out of the blue".
  - Where a pupil with a known medical condition and a Medication Plan experiences a medical emergency in the context of their condition, such as children with severe allergies who may need an adrenaline injection.

## **Roles and Responsibilities**

**Pupils:**

Pupils vary in their ability to manage a medical condition. Depending on age and maturity, a pupil should be aware of a long-term medical condition, be aware of symptoms and know when to seek help or attention.

**Parents:**

- Have prime responsibility and must provide the school with information about any relevant medical condition.
- Are responsible for making sure that their child is well enough to attend school.
- Ensure that all medication is only taken at school when absolutely necessary.
- Complete the relevant medication agreement forms and Care Plans.
- Must inform the school about who to contact in the case of an emergency.

Parents, as defined in the Education and Libraries (NI) Order 1986, as amended by the Children (NI) Order 1995, are a child's main carers. The administration of medicines is the responsibility of parents and those with parental responsibility. The dosage of many medicines can be arranged to permit medicine to be given to children before or after school - not during school

- wherever possible. However, where this is not possible, pupils may be able to self-administer medication. If this is a difficulty, then an appropriate compromise with the parents and the prescribing doctor can be explored.<sup>3</sup>

Parents are responsible for:

- making sure that their child is well enough to attend school. A child's own doctor is the person best able to advise whether the child is fit to be in school and it is for parents to seek and
- obtain such advice as necessary;
- making the school aware that their child requires medication;
- reaching agreement with the Principal on the school's role in helping with their child's medication;
- providing the Principal with the original written medical evidence about their child's medical condition and treatment or special care needed at school;

- providing the Principal with written instructions and making a written agreement. Details of the dose and when the medication is to be administered, are essential;
- ensuring any changes in medication or condition are notified promptly;
- providing sufficient medication and ensuring it is correctly labelled;
- disposing of their child's unused medication;
- giving written permission for the pupil to carry his/her own medication.

**Staff:**

**It is important to note that Principals, Vice Principals and teachers are not contractually required to administer medicines to pupils. This is a voluntary role,** although some non-teaching staff may be employed on contracts, which require them to carry out certain medical procedures.

Teachers and other school staff, who volunteer to administer or supervise medication, are responsible for:

- understanding the nature of a pupil's medical condition and
- being aware of when and where the pupil may need extra attention;
- being aware of the likelihood of an emergency arising and the action to take if one occurs;
- taking part in appropriate training and being aware of the possible side effects of the medication and what to do if they occur;
- supervise pupils who self-administer medication, if this is required.
- ensure that all documentation is completed by parents/guardians requesting medication to be administered to their child.

**Principal:**

The Principal is responsible for:

- the operation of the policy on the administration of medication and is therefore the main person responsible for the administration of medication in school and for developing
- detailed administrative procedures for meeting the medication needs of pupils;
- making sure that all parents are aware of the school's policy and procedures for dealing with medication needs and the
- school's approach to pupils who need to take medication at school;
- dealing sympathetically with each request from parents that medication be administered to their child at school;
- ensuring that parents' cultural and religious views are always respected;
- ensuring that all staff are aware of the policy and procedures;
- designating the co-ordination role to an "identified" person as outlined in Paragraph 1.2.7;

ensuring that staff in contact with the pupil are:

- informed about the child's condition;
- informed about how to assist in meeting their needs in the classroom;
- aware of the procedure for coping with an emergency associated with that medical condition;
- given appropriate support, advice and specialist training where necessary;
- 

The Principal is also responsible for:

- ensuring that medicines are stored safely in a secure place, specifically designated for that purpose
- arranging cover for members of staff while medication is prepared or administered, to avoid interruption before the procedure is completed;
- ensuring that accurate records are maintained.

It is recommended that monitoring arrangements are in place to ensure that guidelines are followed;

- ensuring that supply teachers or other visiting professionals know about the medication needs of individual pupils and how these are to be met;

- arranging back up cover for when the member(s) of staff, normally responsible for administering medication to a pupil, is (are) absent or unavailable;
- ensuring that, when a post primary school arranges work experience, the placement is suitable for a pupil with a particular medical condition and encouraging such pupils to
- share relevant medical information with employers;
- and asking the employer to provide written confirmation of the insurance cover for staff who provide specific medication support.

### **School outings and medical needs**

The school encourages pupils with medical needs to participate in school trips, where possible. Other staff supervising will be made aware of any medical needs and relevant procedures such as Risk Assessments will be taken accordingly.

### **Sporting activities and medical needs**

All pupils are expected to participate in the PE curriculum. If they wish, can participate in extra-curricular sporting activities. Any decisions about restrictions in participation rests with the principal. In only extreme circumstances and with a note from the parent/guardian will a child be allowed to remain inside at either break or dinnertime.

### **Procedures for the administration of prescribed medication:**

All medicines will only be administered by the principal or teacher in charge upon receipt of an official school medication form. A copy will be forwarded to each parent/guardian at the beginning of the school year **and further copies are available from the office.**

The medication must be brought to school by the parent / guardian and handed to the principal or teacher in charge. It should be clearly labelled with the child's name and needs to be collected at the end of the school day or when required.

Children are forbidden to carry and medication, either prescribed or over the counter, to and from school.

## **Storing and disposal of medication**

The principal /teacher in charge is responsible for storing of medication (except inhalers). Inhalers will be readily available and will be stored safely by the class teacher. Parents need to collect all medication daily except in the case of inhalers.

## **Asthma**

Most pupils with asthma need to have access to their medication readily. Unless for the very young, pupils should be able to administer their own dose under supervision. It should be stored in a safe but readily accessible place and clearly marked with the pupil's name. It would be advisable to provide the teacher with a spare inhaler for school use and this should be accompanied at the beginning of the school year by an official medication form.

## **Epilepsy**

Parents should inform the school about the nature, frequency and severity of seizures. It would also be useful if the school were alerted to triggers; e.g. tiredness, stress, flashing lights, computer/ television screens. Extra care will be taken to ensure their safety at all times, especially during swimming and physical activities. Others involved in supervision will be informed of their medical condition. Off-site activities need additional planning. Overnight stays need to be discussed with the parents/guardians and the principal as individual supervision may be required.

## **Diabetes**

Pupils who need to ensure that their blood glucose levels remain stable will be allowed to monitor their levels as necessary. The medical room is available to them during the day. Pupils can eat a snack, even during class if needed. All staff will be aware of what to do if blood sugar levels fall to too low a level.

## **Anaphylaxis - extreme allergic reaction**

This condition needs urgent medical attention and the school must be informed about any allergies a pupil reacts to. Pupils themselves need to be aware of what they can / can't eat and all auxiliary / kitchen need to be informed.

In a severe case of anaphylaxis, and where an adrenaline dose is to be injected in the case of an emergency, parents, staff and Health Service will meet and be trained in appropriate procedures.

### **Digestive disorders**

School and kitchen staff needs to be informed in writing of any dietary requirements.

### **Procedures in the event of a health-related incident:**

**First Aider: Mrs Maguire**

### ***Emergency First Aid***

▶ Inform the principal and First-Aider immediately.

Send for additional staff support if necessary.

▶ Contact Ederney Surgery for medical assistance (028686 31234).

▶ Inform the parents/ guardians

▶ Make sure they have a clear air passage and fresh air

▶ Turn them on their side and try not to leave them alone (this is important because if they are sick they may inhale their own vomit)

If a pupil is drowsy or unconscious it is important to know what to do. It is necessary to -

▶ Dial 999 and ask for an ambulance

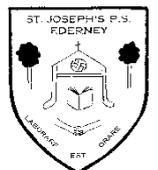
▶ It is essential to remain calm and not to panic the patient.

## **Monitoring and Review**

The Principal and Board of Governors will monitor this policy annually. It will be reviewed and if required, revised every two years.



***ST JOSEPH'S PRIMARY SCHOOL  
&  
EDERNEY COMMUNITY NURSERY***





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## School Medication Policy

Dear Parent / Person with Parental Responsibility,

The Board of Governors of St. Joseph's P.S. and Ederney Community Nursery recognises that there may be occasions when school staff may be asked to administer medication, but it must be remembered that they cannot be directed to do so. 'The administration of medication to children remains the responsibility of the parent or those with parental responsibility. Parents / those with Parental Responsibility, should always request from their G.P./medical practitioner, that medication be prescribed in dose frequencies which enable it to be taken outside school hours e.g. medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.' Parents should also bear in mind that Calpol and Ibuprofen should not routinely be administered 'unless under clear medical guidance.' Medication therefore, should only be taken to school when absolutely essential and with the agreement of the Principal.

The school does impose certain conditions before it will administer medicines to pupils in its care.

- Children are forbidden to carry any medication, either prescribed or over the counter, to and from school.
- Medicine must be clearly marked with the child's name, dosage and times to be administered.
- Parents must hand the medicine directly to the principal along with a completed medication consent form.
- Pupils must accept responsibility for reminding the principal/class teacher at the necessary times of administering medication.
  
- Pupils with asthma can administer their own medication under supervision. It would be advisable to provide the class teacher with a spare inhaler for school use and this should be accompanied, at the beginning of the school year, by an official medication form

Yours faithfully,

Mrs S.Gallagher  
Principal

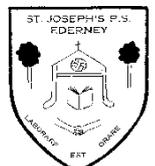
I have read and understood the rules regarding the administration of medication in St. Joseph's P.S. and Ederney Community Nursery

**Signed:** .....

**Date:** .....



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**MEDICATION CONSENT FORM**

I request that my child .....in Year .....  
 be given the following medication:

Name of medication: .....

Reason for medication: .....

Dosage and times to be administered: .....

Period of administration: .....

I give my consent for the Principal or teacher in charge to administer the above medication.

Signed: .....

Date: .....