

LARNE GRAMMAR SCHOOL
Supporting Pupils with Medication Needs Policy

1. Rationale

- 1.1 **The School will make every reasonable effort to ensure that pupils with medication needs receive appropriate care and support at school.**
- 1.2 **The School believes that the administration of medicines is always best undertaken by the parent / guardian of the pupil.**
- 1.3 **Whilst the School recognizes that this is not always possible, it is also aware that there is no legal nor 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*.**
- 1.4 **The School anticipates that the vast majority of our pupils will be able to manage their own medication with little or no assistance from staff. However, there may be occasions when, following a parental request or in an emergency situation, that staff will need to assist pupil(s) with the administration of medicines during the school day.**

2. Aims

This policy incorporates guidance from the Department of Education and the Department of Health, Social Services & Public Safety. It aims to:

- 2.1 ensure that no pupil is at risk due to lack of suitable medical support;
- 2.2 ensure that no member of staff is at risk of inappropriate behaviour or failure to give support to a child in need;
- 2.3 provide advice and training to staff; and
- 2.4 ensure that everyone concerned is aware of their responsibilities and of the protocols to be followed when dealing with pupil medication.

3. Roles and Responsibilities

3.1 Parents / Carers

- 3.1.1 **Pupil(s) should be kept at home if acutely unwell or infectious.**
- 3.1.2 Parents must make sure that the School is made aware, in writing using the ‘**Medical Information, Section 4 of the Admission Form**’, 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 but may need to be updated in subsequent years. **All parents must provide current emergency contact numbers.**
- 3.1.3 Parents should be aware that medical information about their child(ren) will be made available to the relevant teaching staff and to the appropriate support staff who may have to deal with the child(ren).
- 3.1.4 If a parent requests that the school stores / administers medicine, then the ‘**Parental Medical Request Form**’ (see Appendix 1) must also be completed and returned to the School Nurse.
- 3.1.5 The School will only accept prescription medication that is in a secure and labelled container as originally dispensed.
- 3.1.6 Each item of medication must be delivered to the School Nurse (or deputising member of Staff), in normal circumstances by the parent/guardian. Each item of medication must be clearly labelled with the following information:
- pupil’s name;
 - name of medication;
 - dosage;
 - frequency of administration;
 - date of dispensing;
 - storage requirements (if important); and
 - expiry date.
- 3.1.7 **The School will not accept items of medication in unlabelled containers.**
- 3.1.8 Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- 3.1.9 Where the pupil travels on school transport with an escort, parents should ensure that the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.
- 3.1.10 It is **the responsibility of parents 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.
- 3.1.11 It is the responsibility of parents to notify the school in writing if the pupil’s need for medication has ceased.

LARNE GRAMMAR SCHOOL
Supporting Pupils with Medication Needs Policy

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

3.2 Pupils

3.2.1 The School requires that all medicines are stored in the Medical Room with the School Nurse. Pupils are encouraged to administer their own medicine in the presence of the School Nurse.

3.2.2 Parental approval is needed for self-administration; parents must complete the **'Request for Pupil to carry his / her own Medication Form'** (see Appendix 2).

3.2.3 Where a pupil feels unwell whilst in School, they should report to the School Nurse (or the person deputising if the School Nurse is not available)

3.2.4 Any pupil who visits the School Nurse must obtain a **'Medical Visit Statement Form'** (see Appendix 3) and present it to their teacher on return to class.

3.3 Staff

3.3.1 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.

3.3.2 All staff involved in the administration of medicines should be provided with appropriate training and should maintain a record of their use by completing the appropriate card for the relevant pupil (filed in the Medical Room).

3.3.3 All medicines will be administered by the School Nurse.

3.3.4 When the School Nurse is absent, or not on duty, the pupil should report to the Office Staff who will contact the person deputising for the School Nurse. However, only those staff who have volunteered and who have been authorised by the Principal to do so, will be able to administer or oversee medical treatment.

3.3.5 The School Nurse may only administer medications listed on the **'Parental Medical Request Form'** (see Appendix 1), 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.

3.3.6 The School Nurse 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, the School Nurse may send the pupil to hospital.

3.3.7 If the School Nurse decides that a pupil is fit to return to class, then the pupil must be given a **'Medical Visit Statement Form'** (see Appendix 3), indicating that they had attended the School Nurse, and which is to be presented to their teacher on return to class.

3.3.8 The details of every treatment given by the School Nurse will be recorded on the appropriate card for the relevant pupil – indicating the nature of the problem, the amount of any medication given, the type of treatment undertaken and the date/time of treatment. A record will also be kept of the person with parental responsibility who was contacted by the School Nurse, together with the time, date and method of contact, and the final destination of the pupil.

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

3.3.10 Disposal of used medical material (excluding sharp objects such as needles, Epipens, etc.) should be placed in the special (yellow coloured) medical waste disposal bag in the Medical Room. In the case of sharp objects, these should be disposed of separately in the special "sharps box" provided in the Medical Room.

3.3.11 Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be taken to a community pharmacist for safe disposal by the School Nurse.

3.3.12 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 Trips Policy).

3.3.13 All staff will be made aware of the procedures to be followed in the event of an emergency as outlined in the guidance contained within the Health & Safety policy.

3.3.14 All medications will be stored in a locked cupboard in the Medical Room and administration of medicines will normally take place in the Medical Room. **Keys of the medical cabinet must be stored in the Main Office at the end of each day.**

LARNE GRAMMAR SCHOOL
Supporting Pupils with Medication Needs Policy

- 3.3.15 The School Nurse will maintain full and thorough records relating to all aspects of supporting pupils with medical needs.
- 3.3.16 Where the School Nurse has concerns about the frequency of a pupil's visits, the School Nurse will notify the appropriate Class Tutor using the '**Frequent Visit to the Medical Room Form**' (see Appendix 4).
- 3.3.17 During extra-curricular activities, the teacher in charge will be responsible for summoning medical assistance in the event of illness or injury.

3.4 The School

- 3.4.1 The School will maintain a special medical room for those pupils and employees who are suffering from a medical condition. This room is located on the A corridor, next to the Principal's Office.
- 3.4.2 The School will employ a School Nurse to administer emergency medical treatment and to oversee regular treatment of those with special medical needs.
- 3.4.3 The School will provide appropriate training, support and guidance for staff who support pupils with medication needs.
- 3.4.4 The Governors will regularly review the Supporting Pupils with Medication Needs Policy.

Please note in the absence of the School Nurse, a member of the Staff who has been trained will fulfil the roles outlined above.

4. Pupils and Employees with Special Medical Needs or pupils requiring intimate care

- 4.1 On arrival in the School, each individual case will be assessed by the School Nurse in conjunction with the Pastoral VP or the school SENDCo and the person(s) with parental responsibility. The parents 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.
- 4.2 Children with long term or complicated medical conditions will require a detailed written agreement to be drawn up between the School, parents and the medical specialists; this should indicate the support available and the staff trained to undertake administration. These agreements must be reviewed annually by the School Nurse.

5. Records and other relevant School Policies

- 5.1 The School Nurse will maintain full and thorough records relating to all aspects of health support offered to parents and pupils by the School.
- 5.2 Record forms kept will include:
- Pupil Information Form
 - Parental Medical Request Form (Appendix 1)
 - Request for Pupil to carry his / her own Medication Form (Appendix 2)
 - Medical Visit Statement Form (Appendix 3)
 - Frequent visit to School Nurse Form (Appendix 4)
 - Incident Report Form
- 5.3 Other relevant policies include:
- Critical Incident Policy
 - Drug & Substance Abuse Policy
 - Educational Visits Policy
 - Health & Safety Policy
 - Special Educational Needs and Disability Policy.

6. Reporting Accidents/ Incidents

All accidents and incidents should be reported as outlined in the School's Health and Safety Policy.

7. First Aid cabinets & Sports bags

- 7.1 First Aid cabinets or sports bags are located in the following areas within the school: the Medical Room, Science Department, Art Department, Home Economics Department, Technology Department, Sports Hall, the Pavilion and the Kitchen.
- 7.2 The School Nurse will check the contents of all the First Aid boxes/cabinets/sports bags and ensure that their contents are complete and that they are not past their "sell by date". The School Nurse will order fresh stock as required through the School Bursar. The School Nurse will initial and date each First Aid box/cabinet following inspection.

LARNE GRAMMAR SCHOOL
Supporting Pupils with Medication Needs Policy

- 7.3 Employees MUST report to the School Nurse any use of materials from a First Aid box/cabinet/sports bags immediately following the use. The School Nurse MUST then restock the depleted cabinet immediately.
- 7.4 It is recommended that polythene gloves be worn if there will be contact with body fluids.

8. Common Conditions

8.1 Anaphylaxis

- 8.1.1 Each pupil's GP/Medical Consultant will have prescribed Epipens at their own particular strength to each pupil identified as in danger of Anaphylaxis.
- 8.1.2 Two spare Epipens will be held for each pupil in the Medical Room. The School Nurse is to review the provision monthly.
- 8.1.3 Administration of Epipens:
- place child/young person in recovery position;
 - remove grey safety cap;
 - hold Epipen with black top at right angle to outer thigh;
 - press firmly until the mechanism functions;
 - hold in place for 10 seconds;
 - remove Epipen and massage area;
 - note time of administration;
 - check pulse in neck – if absent commence CPR; and
 - a second Epipen may be administered 5 – 10 minutes after the first dose if symptoms do not improve

NB. An Epipen can only be administered to a pupil whose parent has already given written permission.

You MUST only use the pupil's own Epipen; you MUST NOT use another pupil's Epipen.

8.2 Diabetes

- 8.2.1 Pupils with diabetes should report to the School Nurse for administration of insulin at a pre-agreed time.
- 8.2.2 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.
- 8.2.3 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, local 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 the child is 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.

8.3 Asthma

- 8.3.1 Pupils with asthma are required to have their inhalers on their person at all times.
- 8.3.2 Pupils with asthma are required to leave spare inhalers in the school at all times. These spare inhalers should be stored in the Medical Room.
- 8.3.3 **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.
- 8.3.4 Pupils with asthma are not permitted to use another pupil's inhaler.
- 8.3.5 **Common signs of an asthma attack** include:
- coughing
 - shortness of breath
 - wheezing
 - tightness in the chest
 - being unusually quiet
 - difficulty speaking in full sentences

8.3.6 What to do in an asthma attack:

LARNE GRAMMAR SCHOOL
Supporting Pupils with Medication Needs Policy

- 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
- 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.

8.4 Epilepsy

- 8.4.1 Each pupil's GP/Medical Consultant will have prescribed appropriate medication of a particular strength to each pupil identified as suffering from epilepsy.
- 8.4.2 A Care Plan will have been provided to the school nurse detailing the requirements of the pupil
- 8.4.3 Rescue medication will be held for each pupil in the Medical Room. The School Nurse is to review the provision monthly.
- 8.4.4 Rescue medication will be administered by the school nurse as appropriate.
- 8.4.5 Staff should be aware that the following symptoms, either individually or combined, may be indicators of the onset of a seizure in a child with epilepsy:
- period of absence from the surroundings;
 - period of vagueness;
 - rolling of eyes;
 - fitting;
- 8.4.6 **What to do if the pupil suffers a seizure:**
- keep calm;
 - support the pupil to avoid them causing injury to themselves
 - reassure the pupil
 - ensure the pupil's dignity and privacy is maintained at all times (may need to ask other pupils to leave the room)
 - contact the school nurse
 - note the length of the seizure

Depending on the length of the seizure and the agreed Care Plan (kept securely in the Medical room) a referral to hospital may be necessary. A person with parental responsibility will be notified and all relevant information passed on.

LARNE GRAMMAR SCHOOL
Supporting Pupils with Medication Needs Policy



Appendix 2: 'Request for Pupil to carry his / her own Medication' form

This form must be completed by parents/guardians.

Details of Pupil

Name: _____

Address: _____

Date of Birth: _____

Tutor group: _____

Condition or illness: _____

Medication

Parents must ensure that in date properly labelled medication is supplied.

Name of Medicine: _____

Procedures to be taken in an emergency: _____

Contact Details

Name: _____

Telephone number(s): Home/mobile _____

Work _____

Relationship to child: _____

I would like my child to keep his/her medication on him/her for use as necessary

Signed: _____ Date: _____

Relationship to child: _____

Agreement of Principal

I agree that _____ will be allowed to carry and self-administer his/her medication whilst in school.

Signed: _____ Date: _____

The Principal (or appointed Deputy)

The original should be retained on the school file and a copy sent to the parents to confirm the school's agreement to the named pupil carrying his/her own medication.