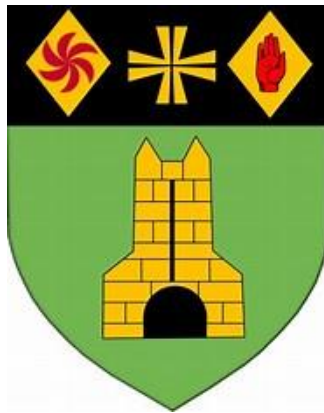

HOLYWOOD PRIMARY SCHOOL



ADMINISTRATION OF MEDICINES POLICY

First Compiled: September 1999

Most recent ratification: March 2024

Review Date: 2027

This policy has been devised from the most current DENI publication 'Supporting pupils with medication needs' (2008) and the EA guidelines 'Administering Medication' (2018) for schools.

Introduction

In most schools there are pupils who may need to take medication during school hours for long 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.

Rationale

The Board of Governors and staff of Holywood Primary School wish to ensure that children with medication needs receive appropriate care and support at school. There is no legal duty that requires school staff to administer medication, however, the principal will accept responsibility in principle for members of school staff administering prescribed medication, or supervising children self-administering, during the school day **where those members of staff have volunteered to do so.**

Pupil illness

If a child is feeling unwell, then they will be monitored closely by a member of staff until a decision can be reasonably made if they are able to remain in school. If a child is feeling unwell and is deemed too sick to stay in school, their parents will be contacted to collect their child.

Parents/carers should keep their child at home if acutely unwell or infectious only sending them back to school when they have fully recovered. This is particularly important when a child has suffered from vomiting or diarrhoea. i.e. return after at least 48 hours from the last episode.

Parents should emphasise to their child also about the importance of washing their hands as this is one of the most important ways of controlling the spread of infections. Parents should refer to the Public Health Agency guidelines on infection control (also available on the school website.)

If whilst a pupil is in school and there is a concern about a serious illness or emergency situation resulting from a child's health, a First Aider or responsible adult will decide if professional medical assistance is required. Procedures set out in the First Aid Policy will be followed. Parents will be contacted.

Responsibility

Administration of medication is the prime responsibility of parents/carers and any help given by school is on a voluntary basis.

Only essential medication with a dosage that cannot be taken outside school hours should be sent to school.

These are likely to fall within three areas:

- Short-term or acute, such as a chest infection;
- Long-term such as asthma or ADHD; and
- Medical emergency which is unexpected or related to some known condition.

Parents/carers are responsible for providing members of staff with comprehensive written information regarding their child's condition and treatment, for providing any medication required and for its safe removal at the end of term and/or treatment and/or shelf-life. Staff must not accept verbal instruction from parents regarding administration of medicines to a pupil.

Children with acute medical conditions must have completed Care Plans which are displayed in the Medical Room and in each child's classroom.

Hollywood Primary School does not keep a stock of painkillers, nor will it diagnose, prescribe and administer painkillers to children who become unwell.

Prescribed medication cannot be accepted and administered by school without specific written and signed instructions from the parent/carer. The school cannot accept items of medication in unlabelled containers.

Neither aspirin nor ibuprofen should be sent to school.

The school will make every effort to continue the administration of medication to a child during trips away from school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a child on a school trip if appropriate supervision cannot be guaranteed.

Members of staff will exercise appropriate confidentiality and sensitivity.

As recorded in the DENI publication 'Supporting pupils with Medication Needs' (2008),

Members of staff are indemnified:

"If a member of staff administers medication to a pupil, or undertakes a medical procedure to support a pupil and, as a result, expenses, liability, loss, claim or proceedings arise, the employer will indemnify the member of staff provided all of the following conditions apply:

- a. The member of staff is a direct employee.
- b. The medication/procedure is administered by the member of staff in the course of, or ancillary to, their employment.
- c. The member of staff follows:
 - the procedures set out in this guidance;
 - the school's policy;
 - the procedures outlined in the individual pupil's Medication Plan, Intimate Care Plan or written permission from parents and directions received through training in the appropriate procedures.

d. Except as set out in the Note below, the expenses, liability, loss, claim or proceedings are not directly or indirectly caused by and do not arise from fraud, dishonesty or a criminal offence committed by the member of staff.

Note: Condition d. does not apply in the case of a criminal offence under Health and Safety legislation." (DENI & HSSPS, 2008, p.2-3)

Procedures

A parent/carer seeking support with a child's medication in school should speak to the child's class teacher or Principal and provide signed permission, details and instructions prior to any medication being administered or supervised by members of staff.

The member of staff will be aware of where the medication is being placed whilst in school. For medication that requires a cooler temperature other than room temperature, a parent must provide a cool bag for the medication to be kept in. Medication will not be stored in school fridges.

A willing and appropriate member of staff or Principal will take responsibility for administering the correct dosage at the correct time, for monitoring any response, for recording the details and for the addition of signatures by an adult witness and self.

If a child refuses to take medicines, staff will not force them to do so, but will inform the parents / carers of the refusal, as a matter of urgency. If a refusal to take medicines result in an emergency, the school's emergency procedures will be followed.

All staff will be made aware of procedures follow in the event of an emergency.

Administration of Medication in School & on Educational Visits

Reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

Each item of medication must be delivered by the parent/carer to a member of staff, **in the original secure container and labelled as dispensed**. Information should include:

- child's name;
- name of medication;
- dosage;
- frequency of administration;
- date of dispensing;
- storage requirements (if important); and
- expiry date.

The school will also ensure that:

- 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; out of the reach of children.
- the trained staff and the pupil know where the medicines are stored and who holds the key;
- a record kept of all medication administered and
- a regular check is made to ensure that a medicine is not out of date, e.g. epi-pen.

With some forms of medication, such as 'EpiPens', one set of medication is kept in a secure place in the child's classroom and a second in a locked cupboard in the Principal's Office.

Similarly, when inhalers are required for those pupils with asthma. Parents provide their child with an inhaler to be kept by the child in their school bag. The school will keep a second inhaler.

N.B. On daily or residential visits, medication will be kept by the member of staff nominated to be in charge of medication. The medication will be stored in a labelled box and will be available at all times during the day or residential visit. In the case of adrenaline pens, both will always be available.

Copies of medication plans and related forms will be taken on educational visits as appropriate, and always on residential trips.

Those pupils who have medical needs and are known to the Health Trust will have a personal Care Plan. This is updated regularly by the School or Trust nurses who liaise with the pupils' parents and members of staff in Holywood Primary School. This information is displayed clearly in the Medical Room and in each child's classroom.

A list of pupils and expected medication will be supplied to each adult in the groups. This information is recorded on SIMS school records. Care Plans for individual pupils will also be made available to the adults of each group and a copy kept with the medication.

Where appropriate to do so, children will be encouraged to administer their own medication (eg asthma inhaler), under staff supervision if necessary. Parents/carers must confirm in writing if their child is to carry such medication and to self-administer. Staff will give due attention to hygiene, washing hands and wearing gloves as appropriate. Children whose parents/carers wish them to administer their own medication will be encouraged to do likewise.

The school will not make changes to prescribed dosages on instructions from parents/carers.

The Role of Parents and Carers

Medication is the responsibility of parents/carers. They should renew medication when supplies are running low and ensure that the medication supplied is within its expiry date.

Parents/carers should also notify the school in writing if the child's need for medication has changed or ceased.

The disposal of medicines is the responsibility of parents/carers. Medicines, which are in use and in date, should be collected at the end of each school year. Date-expired medicines or those no longer required for treatment should be collected for transfer to a community pharmacist for safe disposal.

Training

Where training is required, members of staff who volunteer to assist in the administration of particular medication will receive any necessary training/guidance through arrangements made with the school, Health Trust and EA.

Head Lice

When a case of head lice is discovered at the school, the situation will be handled discretely. The child concerned will not be identified to other pupils or parents, nor will they be isolated or excluded from activities or sessions in school. The child's parent/carer will be informed in a sensitive manner.

Parents/carers of children in that class will be informed as quickly as possible in writing, including advice and guidance on treating head lice.

Each term in Holywood Primary School a weekend is highlighted for parents and carers to check their child's hair specifically for head lice. This approach has been very effective resulting in an overall reduction of head lice cases.

Review

Procedures are reviewed each year by SLT/ staff and content of the Staff Handbook amended accordingly.

This policy will be reviewed three years from the date of ratification by the Board of Governors or earlier if necessary.