

OMAGH ACADEMY



The Administration of Medication in School Policy

September 2022

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Target Audience	Parents/Guardians, School Stakeholders, staff
Review lead	Miss W Faris
Personnel involved in the Review	Senior Leadership Team
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Principal	Mrs R Maxwell
Chair of Governors	Mr Wm Reilly

Signed: _____ Date: _____
 (Chairperson, Board of Governors)

Introduction

Omagh Academy aims to ensure that pupils with medication needs receive appropriate care and support at school. 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. The Administration of Medication in School Policy reflects the guidance and procedures set out in Education Authority Administering Medication (2018) and the documents listed on Page 8.

Aims

1. To ensure that pupils with medication needs receive appropriate care and support.
2. To work in partnership with parents/guardians, health professionals and other agencies to provide a supportive environment for pupils with medication needs.
3. To encourage pupils to take responsibility for their own medication.
4. To ensure the safe storage and disposal of medication.

Who is responsible 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 Education Authority 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.

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.

A member of staff should supervise the taking of the medication and either a notification or email sent to the parent via the School Gateway App.

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.

Prescribed medication – long term medical needs

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 pupils' 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 pupils' 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 a sufficient number of 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.

Confidentiality

School staff should treat medical information confidentially. Relevant staff should consult with the parent/guardian, or the pupil, if appropriate, as to who else should have access to information about the pupil's medical needs. Pastoral staff should also consider how much other children in the pupil's class should know about a particular pupil's chronic condition. It is important that the School does not disclose details of a pupils' condition to other students without the consent of the parent/guardian and the pupil, if appropriate. When consent is given, the situation should be handled as sensitively as possible.

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**).

Emergency Defibrillators

The School has two emergency defibrillators which are located at Reception and at Campsie. The following people are trained in the use of emergency defibrillators:

- Mr R Hunter
- Mrs G McLaughlin
- Mrs L Dickson
- Mr K Hamilton
- Mr C Porter (rugby coach)

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, there is a duty to ensure that the risks to the health of others are properly controlled.

- 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;
- 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); and
- a regular check is made to ensure that a medicine is not out of date, e.g. epi-pen.

The School will not accept medication in unlabelled containers.

Disposal of Medication

Staff should not dispose of medication. Medication, which is in use and in date, should be collected by the parent/guardian at the end of each academic year. Parents are responsible for the disposal of date expired medication. Date expired medication or those no longer required for treatment should be returned to the parent/guardian immediately for transfer to a community pharmacist for safe disposal. Sharps boxes should always be used for the disposal of needles.

School trips

Omagh Academy aims to encourage pupils with medication needs to participate in educational visits, wherever safety permits. Staff supervising educational visits should always be aware of any medication needs, and relevant emergency procedures. A copy of any Individual Medication Plan should be taken on educational visits in the event of the information being needed in an emergency.

School transport

The Education Authority 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 Education Authority should provide appropriately trained supervisors if they consider them necessary.

How to Raise a Concern or Make a Complaint about the Administration of this Policy

If you have a concern or complaint about the administration of this policy please contact Miss Faris, Vice Principal, in the first instance. If necessary, you may then access and follow the Complaints Procedure which is available on the School website at www.omaghacademy.com. Should you remain dissatisfied with the School's response after completing the internal complaints procedure, you can bring your complaint to the Northern Ireland Public Services Ombudsman within six months. Contact details for the Northern Ireland Public Services Ombudsman are provided on Page 5 of the Complaints Procedure.

Appendix 1

Related Documents

DE/DHSSPS: Supporting Pupils with Medication Needs (2008)
DE/DHSSPS : Guidance for the use of emergency salbutamol inhalers in Schools (2015)
DE/DHSSPS: Guidance on the Use of adrenaline auto injectors (AAIs) in schools in Northern Ireland Updated (2018)
CCEA: Drugs: Guidance for Schools in Northern Ireland (Revised Edition 2015)
DE: Safeguarding and Child Protection - A Guide for Schools Updated (2022)
DE Circular 2019/03 (17/01/19) - SEN and Medical Categories Guidance
Education Authority: Administering Medication (2018)
Department of Education guidance booklet "*Educational Visits, Policy, Practice and Procedures*". http://www.deni.gov.uk/educational_visits_2009.pdf
DENI booklet "*Supporting Pupils with Medication Needs*"
Website: http://www.deni.gov.uk/support_with_medical_needs.pdf

Related Policies

Child Protection/Safeguarding Policy
Pastoral Care Policy
Behaviour Management and Discipline Policy
Special Educational Needs Policy

All policies are available on the School Website.

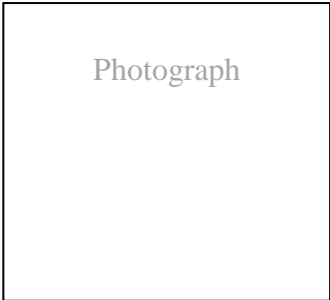


Healthcare Plan for a Pupil with Medical Needs

Name _____

Date of Birth _____

Condition _____



Class/Form _____

Date _____

Review Date _____

Name of School _____

Contact Information

Family Contact 1

Name _____

Phone No. (work) _____ (home) _____

Relationship _____

Family Contact 2

Name _____

Phone No. (work) _____ (home) _____

Relationship _____

Clinic/Hospital Contact

Name _____

Phone No. _____

G.P. _____

Name _____ Phone No. _____

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

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

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:



Request by Parent for School to administer medication

Example form for parents to complete if they wish the 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 direction for use:

Dosage and method:

Timing: _____

Special precautions:

Side effects:

Self-administration:

Procedures to take in an Emergency:

Contact Details

Name: _____

Daytime Telephone No:

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:



School's agreement to administer medication

I agree that (name of child) will receive (quantity and name of medicine) every day at (time medicine to be administered e.g. lunchtime or afternoon break). (Name of child) will be given/ supervised whilst he/she take their medication by (name of 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

Example of form for recording medical training for staff

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:



Request for an Ambulance to:

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

1. School telephone number 028 82 242688
2. School name, address and postcode Omagh Academy, 21-23 Dublin Road, Omagh, BT78 1HF
3. Give exact location in the school (insert brief description)
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



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RECORD OF MEDICINES ADMINISTERED TO ALL PUPILS

Date	Name of pupil	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print Name