



CASTLE TOWER SCHOOL

First Aid and Administration of
Medication Policy

Date Ratified by Board of Governors	February 2025
Review Date	February 2027

Castle Tower welcomes pupils aged 3-19 who face a wide range of barriers to learning. Educational opportunities are provided within our Nursery, Primary, Secondary and Post 16 departments.

Our Vision

Vision:

To be a leading light in special education through educating, nurturing and inspiring all our school community.

Mission:

Castle Tower School is committed to creating a community which:

- Ensures everyone is safe and included
- Always learns
- Promotes independence and resilience
- Celebrates achievements
- Looks forward with hope to the future

Everything we do is driven by our core values:

- Child-centred
- Nurturing
- Fun
- Teamwork
- Inclusive
- Independence

Our Ethos

Castle Tower strives to create a caring community in which every member feels valued, supported and happy. All staff work to maintain an ethos in which fairness, tolerance, compassion and forgiveness permeate all relationships within the school community. High standards of respect, self-discipline, commitment and sensitivity are sought and everyone is encouraged to set and achieve the highest personal, academic and social goals. The safety, welfare and development of everyone in our school community is of paramount importance to all staff and Governors.

At Castle Tower, there is continued development of the quality of the teaching and learning environment. Resources are used efficiently. Opportunities are created for learning in co-operative and interactive settings. Pupils are presented with challenging as well as stimulating teaching and learning opportunities. Staff at Castle Tower seek close working relationships with

other providers and services throughout each stage of our pupil's education and through the transition stage to further education and life after school.

Introduction

This policy is in line with the guidance detailed in the *'Supporting Pupils with Medication Needs'*

The school's 'duty of care' to pupils requires that all staff act in 'loco parentis' to pupils entrusted to the school and any associated school related activities. As a result, there may be times it will be necessary for staff to administer medication to some pupils. The Board of Governors and staff of Castle Tower School wish to ensure that pupils with medication needs receive appropriate care and support at school.

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, because 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 can attend school regularly and, with some support from the school, can take part in most activities.

Special Educational Needs

Health and Social Care authorities have a responsibility to provide advice and training for school staff in procedures which deal with a pupil's medication needs, which in turn should support that child's access to education. EA, Health and Social Care authorities and schools should work together, in close partnership with parents, to ensure quality support in school for pupils with medication needs.

Risk Management

Dealing with medical conditions and medication needs, school must consider the risks which arise from these and should aim to minimise probability of anything more serious happening to the child. Action taken should optimise opportunities to minimise risk.

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; and
- supervising pupils who self-administer medication, if this is required.
- At different times of the school day other staff may be responsible for pupils, such as lunchtime supervisors. It is important that they are also provided with training and advice where appropriate.
- The Principal will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.
- Please note that parents should keep their children at home if acutely unwell or infectious.
- Parents/carers are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication.
- Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. The prescribed medication must be in the original labelled container from the pharmacist.
- Only 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 clearly labelled with the following information:

- Pupil's Name.
- Name of medication.
- Dosage.
- Frequency of administration.
- Date of dispensing.
- Storage requirements (if important).
- Expiry date.

The school will not accept items of medication if in unlabelled containers. Only official pharmacist labels will be accepted – all unlabelled medicine will be returned to the parent/carer.

- Medication will be kept in a secure place, out of the reach of pupils.
- Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet.
- The school will keep records, which they will have available for parents.

- If children refuse to take medicines, staff will not force them to do so, and will inform the parents/carers 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.
- It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
- It is the parents'/carers responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- The school will not make changes to dosages on parental instructions. School staff will not dispose of medicines. 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 returned immediately to the parent for transfer to a community pharmacist for safe disposal.
- For each pupil with long term or complex medication needs, the Principal, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

Dealing with Medicines Safely

Safety Management

All medicines may be harmful to anyone for whom they are not prescribed. Where school agrees to administer this type of medicine the employer must ensure that the risks to the health of others are properly controlled. This duty derives from the Control of Substances Hazardous to Health Regulations 2002, (COSHH).

The Medicines Act 1968 places restrictions on dealings with medicinal products, including their administration. In the case of prescription only medicines anyone administering such a medicinal product by injection must be an appropriate medical practitioner, e.g. a doctor, or else must act in accordance with the practitioner's directions and authority. There are exceptions for the administration of certain prescription only medicines by injection in emergencies (in order to save a life). An example of an exception is injection by a fully assembled syringe and needle delivering a set dose of adrenaline by intramuscular injection in the case of anaphylactic shock. Examples are EpiPen® and Anapen®. There are also junior versions for use in children. When necessary, only trained staff will administer an EpiPen/Jextpen in Castle Tower School.

Storing Medication

In a school where staff have volunteered to administer medication and where the Principal has agreed to this, the Principal is responsible for making sure that medicines are stored safely. Schools should not store large volumes of medication. Parents should be asked to supply weekly or monthly supplies of the doses to be taken at school. Schools should only store, supervise and

administer medicine that has been prescribed for an individual child. Medicines should be stored strictly in accordance with product instructions, (paying particular note to temperature), and in the original container in which dispensed. Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

Where a pupil needs two or more prescribed medicines, each should be in a separate container. Non-health care staff should never transfer medicines from their original containers. Some medication that a pupil might need in an emergency is locked away. When this is the case trained staff know where to quickly obtain keys to the medicine cabinets/storage areas. Careful note should be taken of any requirements regarding the temperature at which the medication should be stored.

Controlled Drugs

e.g. Buccal Midazolam for Epilepsy, Ritalin®, Equasym®, Concerta®, for Attention Deficit Hyperactivity Disorder (ADHD). These are controlled drugs and therefore care must be taken regarding its storage. Staff administering medicine should do so in accordance with the prescriber's instructions.

In Castle Tower School controlled drugs are in a locked non portable container and only named staff should have access. A record should be kept for audit and safety purposes. A controlled drug, as with all medicines, should be returned to the parent when out of date or no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label). Trained school staff will monitor the 'best before' date of the drugs, however, it is the responsibility of parents to ensure that drugs are in date and ready to be used.

If a controlled drug is to travel with a pupil, this will be agreed with the school transport partner, medical staff and parents. Named staff will ensure that the drug is taken from and given to an escort who is named on the care plan each day.

Access to Medication

Special access arrangements for emergency medication are in place. Trained staff and Leadership have access to emergency medication.

Disposal of Medicines

School staff should not dispose of medicines.

Medicines, which are in use and in date, should be collected by the parent at the end of each term/year. Parents/carers are responsible for disposal of date expired medicines. Date expired medicines or those no longer required for treatment should be returned to the parent

immediately for transfer to a community pharmacist for safe disposal. Sharps boxes should always be used for the disposal of needles. Sharps boxes can be obtained by parents/carers on prescription from the child's GP or paediatrician. Collection and disposal of the boxes is arranged with local authority's environmental services.

Hygiene/Infection Control

All staff should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

Access to Advice, Information and Training for Schools

Pupils should be as safe in school as in the home. It is important that a range of training, relevant to pupils with short term and long-term medication needs is made available to enable staff, who volunteer to administer medication, to develop proficiency at least equal to that of a parent. Schools should not be asked to undertake any procedure, which it is deemed unreasonable for a parent to undertake.

Children with a Short Term Need to take Medication in School

Pupils generally require short term prescribed medication for acute conditions, such as an ear or chest infection. There is little if any need for the School Health Service to be involved in these cases. The "training" needed would be an explanation by the parents and the manufacturers leaflet supplied with every medication. Staff should be made aware of the need for written parental consent to be obtained and to keep accurate records of each time medication is administered.

Short Term Medication Needs

Any member of staff giving medicine to a pupil should check:

- Completed Request to administer medication in school form
- the pupil's name and date of birth;
- written instructions provided by parents or doctor;
- that the child has not already received medication;
- the prescribed dose;
- the expiry date; and
- route of administration.

If in doubt about any of the procedures the member of staff should check with the parents/carers or a health professional before taking further action. **In all cases staff must have the dosage and administration witnessed by a second adult.**

Children Requiring Daily Long-Term Medication

For children with significant medication needs an individual programme of training will be devised. All training should be reviewed at least annually and be child specific. (training is provided by Health Care Professional annually or every 2 years depending on the training)

A copy of training certificates should be kept by member of staff.

If the pupil has a Statement of Special Educational Needs under the Education (Northern Ireland) Order 1996, as amended by the Special Educational Needs and Disability (Northern Ireland) Order 2005 the requirement for the procedures should be stated on medical, nursing or therapy advice. This advice should state that the Health and Social Services Board is willing to train staff in the procedure required.

Training in Emergency Procedures

All staff should know how to call the emergency services. Emergency call form should be displayed in the School office by the telephone. Staff have access to all medical needs of pupils on Fronter. This is updated regularly. Staff in Castle Tower School are aware of who are trained first aiders or trained to administer emergency medication.

Information provided for all staff can be seen in appendix 1

This document does not address the issue of whether or not a child with medication needs should be permitted to go on educational visits or trips. However, it is the case that reasonable steps should be taken by schools to encourage pupils with medication needs to participate in school trips, wherever safety permits. This might include reviewing and revising the visits policy and procedures so that planning arrangements will include the necessary steps to include children with medication needs. It might also include risk assessments for such children. It should be accepted, however, that there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

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. If a child who needs medication is being taken on an overnight trip or journey (including overseas) the parent must provide detailed instructions and written consent for the administration of the

medication for the period of the trip. If the pupil has a Medication Plan this may be adapted through discussion with the pupil and parents/carers, the school and health professionals, to identify the specific issues that need to be considered during the trip. Where possible the responsibilities of the pupil, parents and the school staff should be made explicit.

Staff supervising excursions should always be aware of any medication needs, and relevant emergency procedures. Sometimes an additional supervisor or parent might accompany a particular pupil. If staff are concerned about how they can provide for a pupil's safety, or the safety of other pupils on a trip, they should seek medical advice from the School Health Service, the child's GP or the Community Paediatrician as to what steps should be taken to ensure the medical needs are met. This advice should be sought well in advance of the proposed trip. A copy of any Medication Plan should be taken on visits in the event of the information being needed in an emergency.

Sporting Activities

Most pupils with medical conditions can participate in extracurricular sport or in the PE curriculum, which is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities. Medication needs must be taken into consideration, if necessary, risk assessments may need to be carried out to ensure pupils can take part in sporting activities. There may be occasions when some pupils cannot take part in sporting activity due to medical needs. For many, physical activity can benefit their overall social, mental and physical health and wellbeing. Any restrictions on a pupil's ability to participate in PE should be included in their individual Medication Plan. All adults should be aware of issues of privacy and dignity for children with particular needs.

School Transport

The Education Authority (EA) arranges home to school transport where legally required to do so. They must make sure that pupils are safe during the journey. Most pupils with medication needs do not require supervision on school transport, but the EA should provide appropriately trained supervisors if they consider them necessary.

Administration of Medication

Delivery of Medication

All items of medication should be delivered directly to the school by parents/carers or escorts employed by the EA by written instruction from parents. Each item of medication must be delivered to the Principal or Authorised Person in a secure and labelled container as originally dispensed. In Castle Tower School some class teachers and first aiders are authorised personal. Parents/carers should report to reception if they wish to deliver medication. It may be

appropriate for the GP to prescribe a separate amount of medication for school use, where appropriate and practicable, one for home and one for use in the school, avoiding the need for repackaging or relabelling of medicines by the parent/carer.

Items of medication in unlabelled containers will be returned to the parent.

It is the parents'/carers responsibility to renew the medication when supplies are running low. Any changes in the dosage or other arrangements must be notified by parents, in writing, to the Principal.

Refusing Medication

If children refuse to take medicines, staff should not force them to do so, but should note this in the records and inform parents.

Record Keeping

Records of medication will be kept and signed by 2 members of staff using forms in appendix. It is good practice for schools to keep records of medicines given to pupils, including time/date and route of administration. Records offer protection to staff and proof that they have followed agreed procedures.

Self-Medication

If a parent/carer requests that their child administers their own medication, written permission must be provided by the parents, appendix 10. Staff will make the final decision regarding self-administration and will seek further advice from SLT if they are unhappy. Pupils will be supervised at all times and a written record of the administration will be completed by staff.

Non-Prescribed Medication

Pupils sometimes ask for painkillers (analgesics) at school such as paracetamol. Castle Tower School has a consent form, Appendix 10, which should be completed by the parent on an individual basis, which will allow the routine administration of these short-term medications. School staff will never give non-prescribed medication to pupils unless there is specific prior written permission from the parents. – This information is provided by parents on the school medication information form.

School Trips

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.

MEDICATION PLANNING FOR A PUPIL WITH A LONG TERM CONDITION

Staff should follow individual pupils care plans/medication plan.

EMERGENCY PROCEDURES

All staff in Castle Tower School 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. Other children should know what to do in the event of an emergency, such as telling a member of staff. Guidance on calling an ambulance is provided in the appendices- Emergency Call form. This is displayed in the school office.

A pupil taken to hospital by ambulance should be accompanied by a member of staff who should remain until the pupil's parent arrives. Where possible, the member of staff should have details of any health care needs and medication of the pupil and or a copy of the Medication Plan. Health professionals are responsible for any decisions on medical treatment when parents are not available. Staff should never take children to hospital in their own car; it is safer to call an ambulance.

The incident should be fully recorded.

In all emergency situations a teacher or other member of school staff will be expected to act as a responsible adult or parent in the best interests of the child in recognition of their duty of care.

If in doubt phone for the emergency services.

INHALERS

Apart from the reliever inhaler that is brought in daily by the child or young person, all parents should provide a spare inhaler for the school or setting, so that if a child or pupil forgets or loses their own, a spare is available. In early years settings and at primary school, spare inhalers should

be kept in the child's individual classroom. At secondary school, a central room that is never locked should be used to store spare inhalers. It is the parent/carer's responsibility to ensure that all inhalers that are taken to school (or the setting), and left there as spare, are still in date. Relievers should never be locked away in a room or drawer.

Common signs of an asthma attack

Coughing
Shortness of breath
Wheezing
Tightness in the chest
Being unusually quiet
Difficulty speaking in full sentences
Tummy ache (sometimes in younger children)

What to do in an asthma attack

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 (preferably through a spacer).
Loosen tight clothing.
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.

Call 999 urgently if:

the symptoms do not improve in 5-10 minutes;
the pupil is too breathless or exhausted to speak;
the child or young person's lips are blue;
or if you are in any doubt.

Continue to give the child one puff of their reliever inhaler every minute until the ambulance or doctor arrives.

Asthma UK has produced a School Pack which provides information on asthma, asthma in PE and sports, what to do when a child with asthma joins the class.

MEDICINE AND CONTROL OF DIABETIES:

Relevant training will be provided for relevant staff. Staff will follow pupil CarePlan.

Appendices:

Appendix 1: Emergency Call form

Appendix 2: Medical Information Form

Appendix 3: Administration of Medicine Record

Appendix 4: Medication - Signing in and out

Appendix 5: First Aid Record Form

Appendix 6: Guidelines for the Administration of Medication in School

Appendix 7: Procedure for when a pupil is ill or requires first aid assistance.

Appendix 8: Letter to request medication due to a limited supply in school.

Appendix 9: Request to administer medication during school hours

Appendix 1
TO BE DISPLAYED BY THE OFFICE TELEPHONE



EMERGENCY CALL FORM

REQUEST FOR AN AMBULANCE to:

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

1. Your telephone number (02825633400).
2. Give your location as follows: (14 St. Patricks Link, Ballymena, BT43 7FT).
3. Give exact location within 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 the pupil.

SPEAK CLEARLY AND SLOWLY

Appendix 2



CASTLE TOWER SCHOOL
Medical Information Form

Pupil Name: _____ DOB: _____ Class: _____

Please complete and return this form immediately to your child's Form/Class teacher.

All information given will be regarded as strictly confidential.

PLEASE TICK ✓

- Do they suffer from:
- | | | | | |
|------------------------------|-----|----|--------------------------|--------------------------|
| A)Diabetes | YES | NO | <input type="checkbox"/> | <input type="checkbox"/> |
| B)Asthma | YES | NO | <input type="checkbox"/> | <input type="checkbox"/> |
| C)Epilepsy | YES | NO | <input type="checkbox"/> | <input type="checkbox"/> |
| D)Heart Disease | YES | NO | <input type="checkbox"/> | <input type="checkbox"/> |
| E)Any other – please specify | | | | |

.....

Are they on a special diet?YES NO

Does your child require regular injections or tablets/medication or inhalers? YES NO

At School YES NO

If **YES** please fill in form entitled 'request to administer medication form' attached

At Home YES NO

If your child is on medication at HOME please state details below:

Type of medication:

Reason:.....

.....

Are they allergic to:

- | | | | | |
|---|-----|----|--------------------------|--------------------------|
| A) Any drugs (eg. Penicillin) | YES | NO | <input type="checkbox"/> | <input type="checkbox"/> |
| B) Bee/Wasp Stings | YES | NO | <input type="checkbox"/> | <input type="checkbox"/> |
| C) Food (eg. Peanuts, food colouring etc) | YES | NO | <input type="checkbox"/> | <input type="checkbox"/> |

Please state which food

- | | | | | |
|-------------------------------|-----|----|--------------------------|--------------------------|
| D) Sticking plasters | YES | No | <input type="checkbox"/> | <input type="checkbox"/> |
| E) Any other – please specify | | | | |

.....

Do you give permission for sticking plasters to be applied to your child when required? YES No

Do you give permission for a member of staff to administer paracetamol/calpol to your child if required. YES No

Has your child had any serious illness or is there any other information regarding their health which you think the school should be aware of?

Name and address of Family Doctor _____

TEL. NO. _____

PARENT/CARER AGREEMENT

PLEASE DELETE AS APPROPRIATE

My son/daughter _____ is in good health. The information on this form is accurate to the best of my knowledge.

I agree to his/her participation in, and consider him/her capable of taking part in all physical activities e.g. P.E., Games and swimming.

Signature _____ (Parent/Guardian)

Should your child become ill or have an accident and we have been unable to contact you, do you give consent to any necessary medical treatment that might include the use of:-

- First Aid support in school YES
- Medical procedure YES
- Hospital admission YES
- Use of anaesthetic YES

Parent/Carer Signature _____ Date _____

PRINCIPAL _____

PLEASE ENSURE ALL SECTIONS ARE COMPLETED

NB – Should your child's medical needs or medication change it is your responsibility to notify school immediately.

If at any point your child is on an antibiotic or other medication throughout the year we must have written parental permission along with officially labelled medication before it can be administered.

NB: The pharmacy label must have the name of the child and dosage

Appendix 3



Administration of Medication Record Castle Tower School

RECORD OF MEDICINES ADMINISTERED TO ALL CHILDREN

Pupil: _____

Medication/Dosage _____

Date	Time	Any reactions	Staff Signature 1	Staff Signature 2	Date	Time	Any reactions	Staff Signature 1	Staff Signature 2

Note any change of medication

Appendix 4



Castle Tower School
RECORD OF MEDICINES SIGNING AND OUT

Pupil: _____

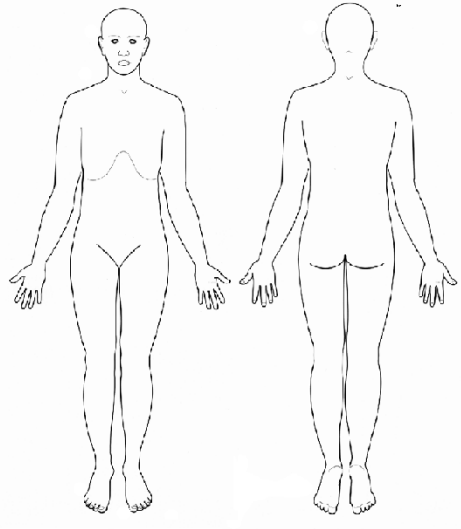
Date	Time	Medication	Staff Signature 1	Staff Signature 2	Date	Time	Medication	Staff Signature 1	Staff Signature 2

Appendix 5



First Aid Record

Name of pupil:	
Location of incident:	
Date:	Time:
Name of Staff Involved:	
Description of accident/medical issue/injury	
Observations(if applicable) Pulse/breathing/skin/level of consciousness	



- Abrasion
- Burn
- Contusion
- Deformity
- Fracture
- Haemorrhage
- Laceration
- Pain
- Rigidity
- Swelling
- Tenderness

External Agencies Informed

Parent /Guardian Hospital
Social Worker GP
Emergency Services
Other

Signed:

Dated:

Copy put in pupil file. Yes No

Copy given to Leadership Yes No

Senior Leadership Signature: _____

Appendix 6



GUIDELINES ON THE ADMINISTRATION OF MEDICATION IN SCHOOL

- If a child is unwell, they should not be attending school. Some pupils require medication for ongoing conditions.
- Pupils requiring regular medication should follow normal practice at the appropriate time. For those pupils with a Care Plan, named staff are trained to administer medication.
- For pupils who require the administration of short term medication, eg completing a course of antibiotics, parental permission and details of dosage must be received.
- Staff will not give a non- prescribed medicine to a child unless there is specific prior written permission from the parents.
- Where the pupil travels on school transport with an escort, parents should ensure that the escort, if necessary, has written instruction relating to any medication sent with the pupil including medication for administration during respite care.

- Only reasonable quantities of medication should be supplied to the school e.g a maximum of 3 weeks supply at anyone time.
- Each item of medication must be delivered to the Principal or Authorised Person, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed**. 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).*

_ *Expiry date.*

The school will not accept items of medication in unlabelled containers.

- Medication will be kept in a secure place, out of the reach of pupils.

Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet.

- The school will keep records, which they will have available for parents.
 - If children refuse 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.
 - It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
 - 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.
 - The school will not make changes to dosages on parental instructions.
 - School staff will not dispose of medicines. 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 returned immediately to the parent for transfer to a community pharmacist for safe disposal.
 - For each pupil with long term or complex medication needs, the Principal/Nominated Member of staff, will ensure that a Medication Plan and Protocol/Care plan is drawn up in conjunction with the appropriate health professionals.
 - Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.
 - Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

- 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.
- All staff will be made aware of the procedures to be followed in the event of an emergency.

DEALING WITH MEDICINES SAFELY

Safety Management

- All medicines may be harmful to anyone for whom they are not prescribed. The school will ensure they follow appropriate guidelines in relation to storage, administration and disposal of medication in line with Department of Education guidelines: *'Supporting pupils with medication needs'*

Paracetamol will only be given under the following conditions:

- Parents should have given written permission for pain relief to be given

Other Illnesses: It is the responsibility of parents to make arrangements for pupils who become unwell at school. It is their responsibility to collect them and take them home.

Appendix 7



PROCEDURE FOR WHEN A PUPIL IS ILL OR REQUIRES FIRST AID ASSISTANCE

Sick/Minor Accident	Emergency situation
<ul style="list-style-type: none"> • Teacher/LSA informed if pupil sick/accident. If necessary seek assistance from first aider. • First aider informed ASAP (in the case of an accident) • Parents/Carer informed • Medical/Accident/First Aid Record form completed • Child remains in appropriate classroom/nominated area • Teacher/LSA/First aider monitors child 	<p>PUPIL WHO NEEDS TO ATTEND HOSPITAL</p> <ul style="list-style-type: none"> • First aider assesses and consults class teacher(<i>In some cases may be 1:1 or class teacher who assesses</i>) • Ambulance requested by Teacher/Principal/Office Staff • Parents/Guardians informed • Necessary information gathered for Ambulance/hospital by First Aider/Teacher/Principal • Member of staff to accompany pupil • Parents to meet ambulance at hospital • All necessary information to be documented. Accident report form to be completed where applicable. - A copy of all information should be filed in pupil folder.
<p>Pupils being sent home ill Decision to be made by class teacher/form teacher/first aider. Head of key stage and office to be informed. Parent/Carer to be informed by member of staff.</p>	<p>Personnel involved (some or all listed below) Class Teacher First aiders (where applicable) LSA Pupil Parent/Carer Form/Class Teacher Senior Leadership/Principal</p>

Child remains in appropriate classroom/nominated area until parent/carer collects them Transport coordinator/teacher and office informed child has gone home sick.	
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Appendix 8



Letter to request medication due to a limited supply in school.

Date as postmark

Dear Parent/Carer

At present we have only a limited supply of your child's medication in school. Please ensure that a new supply of this medication is sent for your child's class/form teacher within the next three days.

Please ensure directions for use and dosage are clearly marked on the packaging.

Thank – you for your cooperation in this matter.

Yours sincerely,

(Principal)

Appendix 9



Request to administer medication during school hours

Please complete the following form. The school will not give your child medication unless you complete and sign this form.

NB: All medication must have the pharmacy label with the name of the child and dosage.

Details of pupil

Surname..... First name.....

Address.....

.....

Date of birth/...../..... Male Female.....

Class

Condition or illness.....

Medication:

1. Name/Type of medication (as described on container)

.....

Dosage Time to be given.....

Date dispensed.....Expiry Date.....

2. Name/Type of medication (as described on container)

.....

Dosage Time to be given.....

Date dispensed.....Expiry Date.....

Special Precautions (if applicable)

.....

Are there any side effects that the school need to know about?

.....

**Self Administration YES / NO
(if applicable)**

I give consent for my child to administer her / his own medication.

Sign..... Date.....

**Please make a note of any Procedures to take in an Emergency
(if applicable)**

.....

.....

I understand that I must deliver the medication personally to the school Principal/First Aider.
I understand that I must notify the school of any changes regarding medication in writing.

Parent/ Carer Signature (s)

Date

Principal

I agree that(name of child) will receive
(quantity and name of medicine) every day at(time/s) e.g. break/lunch.

This child will be given/supervised whilst he/she takes their medication by
First aider/staff on duty/1:1.

Principal Signature

Signed..... Date.....

***NB* any medication past its expiry date will be returned to parent/carer.
It is the responsibility of the parent/carer to replace expired medication.
Please keep a note of expiry dates of any medication sent into school.**

**The original copy should be retained on the school file to confirm the schools'
agreement to administer medication to the named pupil.**

