



Ashfield Girls' High School



“Each different. Each talented. All valued.”

Medical Needs Policy

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Medical Needs Policy



School Mission Statement

Challenging girls today; creating women of value in the future.

“Each Different. Each Talented. All Valued.”



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Section 1: Aims

The aim of the school is to provide each student with a secure and supportive learning environment for a programme of education which meets her individual needs and which brings her success and fulfilment in her school life and prepares her for life beyond school.

In seeking to fulfil this aim, the school will endeavour to

- create an information rich environment where each student may reach her full potential
- provide a pastoral care system which gives support and guidance at all times
- promote self-confidence, self-respect, self-discipline, self-motivation, initiative and positive attitudes
- promote strategies which enable students to develop a language for life and learning
- provide a curriculum which affords opportunities for students to develop a range of skills which promotes intellectual, social, emotional, aesthetic, spiritual and moral growth
- provide guidance which will prepare students for the challenges of changing patterns of work and leisure
- forge strong links with outside agencies and with the local community which it serves



Section 2: Responsibilities

The Board of Governors and staff of Ashfield Girls' High School wish to ensure that pupils with medication needs receive appropriate care and support at school.

(i) Responsibilities of the Board of Governors

The Board of Governors is responsible for:

- ensuring that the school develops policies to cover pupils and staff with medical needs
- ratifying the Medical Needs Policy and its procedures
- following the Health and Safety policies outlined by the Education Authority
- considering the views of the Principal, staff and Parents in developing this policy

(ii) Responsibilities of the Principal

The Principal will accept responsibility for school staff giving or supervising pupils taking prescribed medication during the school day.

Decisions with regard to support for pupils with medical needs will be addressed by the Principal or designated member of staff. Due consideration will be given to the circumstances surrounding this need. If a pupil has a Statement of Special Educational Needs, the Statement should inform school of the measures necessary to provide accordingly for this pupil.

If there are any concerns about the school's ability to meet a pupil's medication need, the Principal or the designated member of staff will seek advice from the School Health Service. The information provided will then be discussed with parents and inform the strategies that school will implement in order to meet the pupil's needs.

The Principal will ensure that:

- the contents of this policy and its procedures are operational
- parents are aware of this policy and its procedures
- parents' and pupils' cultural and religious views are respected
- a designated person is responsible for co-ordinating medical needs information (presently the Pupil Welfare Auxiliary)
- staff are aware of this policy and its contents
- staff are aware of pupils' medical needs and how to meet them, including in an emergency situation
- a secure place for storing medication is available
- training for staff dealing with pupils who have a medical need is facilitated
- a Medication Plan and Protocol is drawn up for each pupil with long term or complex medication needs, in conjunction with the appropriate health professionals
- accurate records are maintained and monitored
- work experience placements are made aware of a pupil's medical needs



(iii) Responsibilities of the School Health Service

The School Health Service is responsible for providing a range of services to schools including:

- health screening of pupils
- immunisation programmes
- providing advice to staff on pupil health matters
- providing training to staff to assist in dealing with medical needs
- providing medical advice to pupils with medical needs
- providing health promotion advice and/or activities

(iv) Responsibilities of The Pupil Welfare Auxiliary

The Pupil Welfare Auxiliary will oversee the health needs of pupils in Ashfield Girls'. She will do this by working closely with pupils, parents and staff. Where necessary, she will also seek support from The School Health Service. The Pupil Welfare Auxiliary is also responsible for arranging health screening and immunisation programmes.

The Pupil Welfare Auxiliary will ensure that:

- action Plans are stored in a central place accessible to staff
- medication is securely stored in a locked cupboard, unless it is necessary for the medication to be readily available (i.e. EpiPens)
- parents and staff are informed about procedures to support a medical need
- staff are updated annually of medical needs within the school
- training / advice is given to pupils on a range of health issues
- administered medication is recorded and available to parents
- staff are provided with information regarding the arrangements for pupils with long term medical needs who are attending school trips / visits
- First Aid is provided, where necessary

(v) Responsibilities of Staff

Staff are responsible for:

- understanding the natures of a pupil's medical condition
- being prepared to deal with an emergency surrounding a particular medical condition and provide support when required
- approving this policy and its procedures
- following the Health and Safety policies outlined by the Education Authority
- considering the views of the Principal, staff and arents in developing this policy
- liaising with the Pupil Welfare Auxiliary on the arrangements for pupils with long term medical needs when planning school visits and trips



(vi) Responsibilities of Parents/Carers

Parents/carers 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
- keeping their children at home if they are acutely unwell or infectious
- providing the Principal with comprehensive information regarding the pupil's condition and medication. (Form AM2 is available from the Pupil Welfare Auxiliary or the School Office)
- making the school aware that their child requires medication; and reaching agreement with the Principal on the school's role in helping with their child's medication
- renewing the medication when supplies are running low and to ensure that the medication supplied is within its expiry date
- notifying the school in writing if the pupil's need for medication has ceased
- collecting medicines which are in use and in date at the end of each term. If the medication is not collected and expires, the nurse may dispose of these to a community pharmacy
- collecting expired medicines or those no longer required for treatment for transfer to a community pharmacist for safe disposal
- minimising the need for medication to be taken in school. e.g. medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime
- providing school with up to date contact information



Section 3: The Administration of Medication

Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four week supply at any one time). Please note that the school cannot make changes to dosages based on parental instruction – this needs to be clearly labelled on the medication.

Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.

Each item of medication must be delivered to the Pupil Welfare Auxiliary 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

Self Administering Medication

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. (Form AM3 is available at the start of each school year and thereafter can be requested at any time from the Pupil Welfare Auxiliary or the School Office).

Pupils must not share or take someone else's medication.

Medication not taken correctly may result in emergency procedures being implemented depending on the professional judgement of staff.

Refusing Medication

If a child refuses to take their medication, staff will not force them to do so, but will inform the parents or carers of the refusal, as a matter of urgency, on the same day. If a refusal to take medication results in an emergency, the school's emergency procedures will be followed. Staff will ensure that the pupil's parents or carers are contacted in this instance.



There is no legal duty that requires school staff to administer medication; this is a voluntary role. The administration of medication to children remains the responsibility of the parent or those with parental responsibility.

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 provided.

Special Circumstances

Asthma

As permitted under the DENI guidance*, an emergency inhaler will be kept in school. This is to be used only in case of emergencies. This does not replace the need for pupils to carry their own inhaler if they have been prescribed one. The emergency inhaler should only be used when a pupil is showing signs of an asthma attack and their own inhaler cannot be accessed or administered.

The emergency inhaler should only be used for a pupil who has asthma and who has written parental consent for the use of the emergency inhaler. An asthma register will be available with the emergency inhaler with a list of pupils who have been diagnosed with asthma and who have parental consent for the emergency inhaler.

There will be two members of staff allocated to carry out monthly checks on the emergency inhaler.

**Guidance for the use of emergency salbutamol inhalers in schools; addendum to supporting pupils with medication needs.*



Adrenaline Auto-Injectors (AAI)

Ashfield Girls' High School holds two spare Adrenaline Auto-Injectors (AAIs). This is allowed under the guidance from the Department of Health*. The advantage of this is that the school will no longer request two AAI from parents to store, in the school office, for each individual at risk of anaphylaxis. This does NOT replace the need for pupils to carry their own prescribed AAIs. **Any pupil who has been prescribed an AAI by their Doctor must carry two AAIs on her person at all times.** In the case of a pupil having an anaphylactic reaction their own prescribed AAI should be used. Only in the instance of her own not being available or not working should one of the school's emergency AAIs be used.

The school's emergency AAIs will be held in an emergency anaphylaxis kit in the school office. The anaphylaxis kit must not be kept locked away, but should be easily accessible at all times in case of an emergency.

The emergency anaphylaxis kit will include two in-date AAIs, an allergy register to identify pupils who have permission to use the AAI and advice of what to do in an emergency.

There will be two members of staff allocated to carry out monthly checks on the emergency anaphylaxis kit to ensure that everything is present.

Any child at risk of having an anaphylactic reaction should have an action plan in the school office.

The emergency AAI in the Emergency Anaphylaxis Kit should only be used for a pupil where both medical authorisation and written parental consent have been provided. An allergy register of pupils to whom this applies will be kept inside the Emergency Anaphylaxis Kit.

All staff will have an annual awareness session on anaphylaxis and advice on what to do in an emergency.

**Guidance on the use of adrenaline auto-injectors (AAIs) in schools in Northern Ireland; An addendum to Supporting Pupils with Medication Needs (2008)*



Section 4: The Delivery, Storage and Disposal of Medication

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 not accept items of medication in unlabelled containers.

The school will not accept items of medication in unlabelled containers. Prescribed medication needs to be accompanied by written and signed instructions from the parent. 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.

It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

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.

Section 5: Confidentiality

The Principal and staff at Ashfield Girls' will treat medical information sensitively. Each pupil will be treated as an individual. Parents will be consulted on who the information regarding their pupil's medical needs can be shared with.

Consideration should be given to whether pupils in a Form Class should know about a particular child's condition. It can be helpful both educationally and emotionally for other members of her form class to be aware of her needs. This will only be disclosed with the consent of the pupil's parent and if it is deemed appropriate to do so.

If permission is given to disclose information surrounding a pupil's medical need, this information will be handled as sensitively as possible.

Section 6: Record Keeping

The school will keep records of all medicines given to pupils - time, date and route of administration will be recorded.

Staff who administer medication will complete and sign a record card each time they give medication to a pupil (AM4 and AM5).



Section 7: Training for Staff

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service. In Ashfield Girls' High School this is normally the Pupil Welfare Auxiliary or in her absence the First Aiders, Pastoral Team, Vice Principal or Principal.

First Aiders will be trained in accordance with Education Authority and Department of Education guidelines.

All staff will be informed annually of pupils with a medical condition and/or need for medication.

All staff will receive periodic training on medical conditions and emergency procedures that affect pupils in Ashfield Girls'.

Staff working with pupils who have a particular medical condition may be invited to undertake training which is child specific.

The Principal and Pupil Welfare Auxiliary will maintain a record of the medical training provided for staff.

Section 8: Emergency Procedures

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

If a medical concern arises a member of the First Aid Team will be sent for.

In the event of an emergency with a pupil who has an Action Plan, the guidance on the plan will be followed.

All staff will be aware of how to call the emergency services. Parents will be contacted immediately and a member of staff will accompany the pupil to the hospital, remaining with her until her parent / carer arrives.

All incidents will 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 and to act in the best interests of the child in recognition of their duty of care. If in doubt, staff should always phone for the emergency services.



Section 9: Related Policies

This policy is set within the broader context of Pastoral Care and, as such, should be read in conjunction with the following policies:

- Attendance Policy
- Safeguarding and Child Protection Policy
- Intimate Care Policy
- Special Educational Needs Policy
- Drugs Policy
- Complaints Policy

Section 10: Monitoring and Evaluating

The Medical Needs Policy will be monitored and evaluated annually.



AM1-3

Ashfield Girls' High School
Holywood Road
Belfast
BT4 2LY



PUPIL DETAILS

Legal Forename(s): _____ Legal Surname: _____
 Preferred Surname: _____ Preferred Forename: _____
 Date of Birth: ____ / ____ / ____ Year: _____ House: _____
 Address: _____
 Town: _____
 Postcode: _____ Sex: Female

PUPIL'S MEDICAL DETAILS

Known medical conditions or illness:

Allergies: Yes ☐ No ☐ (Please tick one)

If **YES** please indicate below:

Any other relevant health information concerns:

PUPIL'S MEDICATION

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

Name/type of medication (as described on the container)

Procedures to be taken in an emergency:

Date dispensed: _____ Expiry date: _____



Medical Needs Policy

Full directions for use:

Dosage and method

_____ Timing: _____

Special precautions:

Are there any side effects of the medication that the school needs to know about?

CONSENT

I wish to request that the following services be made available from now until such time as you receive written cancellation from myself.

	YES	NO	N/A
The provision of Paracetamol/ Ibuprofen (if required during school)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The provision of Cetirizine Hydrochloride (for hayfever and allergy relief)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The provision of Anthisan Cream (for relief of insect bites/stings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The provision of Milk of Magnesia (for nausea)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The provision of Hypoallergenic plasters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The safe storage of prescribed medication for supervision of self administration (pharmacy label attached)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If your child has been diagnosed with Asthma do you consent to the use of the school salbutamol inhaler, if their own is unavailable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Medication: _____ Dose: _____ Frequency: _____

GP CONTACT INFORMATION

Medical Practice: _____

Doctors Name: _____

Address: _____

Postcode: _____ Telephone No.: _____



HOSPITAL/CLINIC CONTACT

Hospital/Clinic: _____
 Doctors Name: _____ Telephone No.: _____

EMERGENCY CONTACT INFORMATION

Contact 1

Name: _____ Home: _____
 Relationship to pupil: _____ Mobile: _____
 Address: _____ Work: _____
 (if different) _____
 Postcode: _____ Other: _____

Contact 2

Name: _____ Home: _____
 Relationship to pupil: _____ Mobile: _____
 Address: _____ Work: _____
 (if different) _____
 Postcode: _____ Other: _____

Contact 3

Name: _____ Home: _____
 Relationship to pupil: _____ Mobile: _____
 Address: _____ Work: _____
 (if different) _____
 Postcode: _____ Other: _____

Contact 4

Name: _____ Home: _____
 Relationship to pupil: _____ Mobile: _____
 Address: _____ Work: _____
 (if different) _____
 Postcode: _____ Other: _____

I agree that the medical information contained in this form may be shared with individuals involved with the care and education of _____ (daughters name)

Signed: _____ Date: _____
 Parent/Carer



Record of Medication Administered (Form AM4)

Pupil Name	
Reg Group	
Date of Birth	
Condition or Illness	

Date	Time	Medication Given	Dosage	Any Reactions	Staff Name	Staff Initials



Date	Time	Medication Given	Dosage	Any Reactions	Staff Name	Staff Initials



Record of Medical Training for Staff (Form AM6)

Date	Staff Name	Course Attended	Course Content	Staff Initials



Date	Staff Name	Course Attended	Course Content	Staff Initials



Supporting Pupils with Medical and Associated Needs

Local Contact Numbers

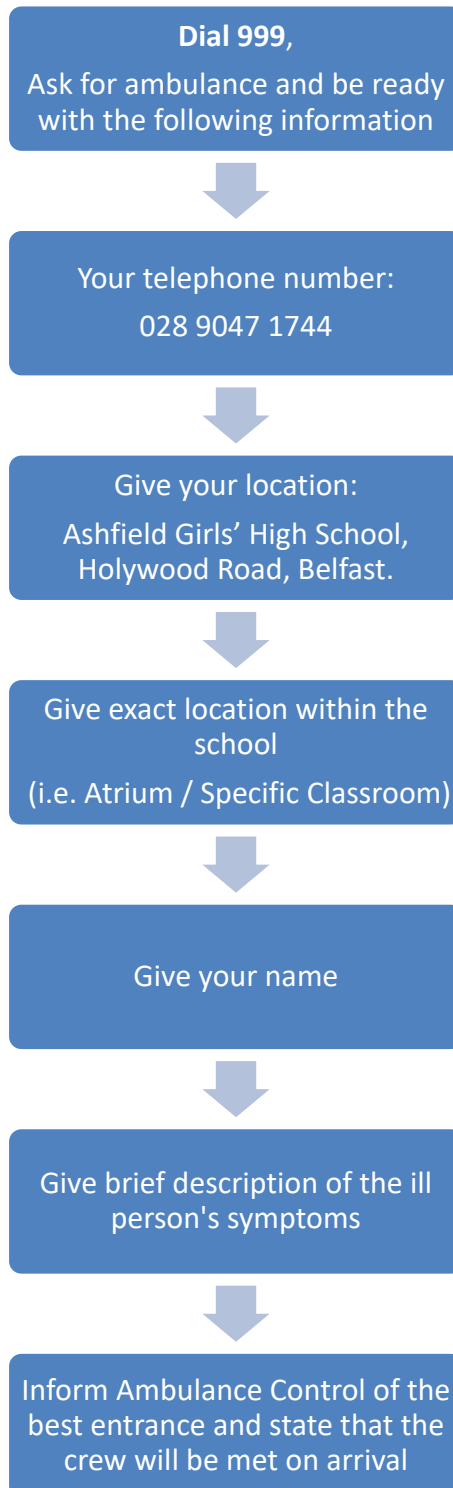
Name	Designation	Contact Details
Mrs L Hanvey	Principal	028 9047 1744
Mrs B Cripps	Vice Principal (Pastoral Care)	028 9047 1744
Ms T Rossborough	Special Needs Co-ordinator	028 9047 1744
Mrs A White	Pupil Welfare Auxiliary	028 9047 1744
-	School Health Service	028 9056 5900
Ulster Hospital	Local Hospital	028 9048 4511
Children's Hospital	Local Children's Hospital	028 9024 0503



EMERGENCY CALL FORM

TO BE DISPLAYED BY THE OFFICE TELEPHONE

REQUEST FOR AN AMBULANCE



Challenging girls today; creating women of value in the future



Principal: Mrs Louise Hanvey BSc (Hons) PGCE, PQHNI, PGDH

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BT4 2LY

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