



Stranmillis Primary School

Policy on Supporting Children with Medication Needs

Date: November 2019

1. In our school every day there are over four hundred young people and more than thirty adults all of whom bring their various experiences, expectations and needs. The Principal has an overall responsibility for the care and well-being of everyone here. This is a responsibility which is shared by all staff. As a staff we all have a responsibility to our children and to each other. Each child can expect a secure, structured and happy learning environment to be maintained so that they might flourish. Looking after the well-being and safety of our pupils is a prime responsibility.
2. The Board of Governors and staff of Stranmillis Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. 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.
3. Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.
4. Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.
5. Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication.
6. Only reasonable quantities of medication should be supplied to the school. Each item of medication must be delivered to the class teacher, 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

7. The school will not accept items of medication in unlabelled containers.
8. Medication will be kept in a secure cabinet in the secretary's office.
9. The school will keep records of medication taken by pupils; these will be available for parents if requested.
10. Records regarding certain medicines, eg asthma inhalers and permission slips, are filed and kept by the SENCO.
11. Medical information sheets, with photographs and names of children with epipens etc., are displayed in the staffroom, the school meals kitchen, and the offices. In addition, a record of the children with medical needs in any given class will be kept in a teacher information file in that class. These files are left for the attention of any temporary teacher who may be covering the class.
12. 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. The refusal will be noted on the records. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
13. It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
14. 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.
15. The school **will not** make changes to stated dosages on parental instructions.
16. 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.
17. 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.
18. Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision.
19. Staff who volunteer to assist in the administration of medication will receive appropriate training / guidance through arrangements made with the School Health Service.

20. 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.

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

22. **Anaphylaxis:** Epipens, Piriton and individual action plans are kept in the relevant classroom, clearly labelled and easily accessible. A spare emergency box is kept for each child in the secretary's office.

23. **An emergency anaphylaxis kit, including a spare epi-pen, will be kept in the cabinet in the secretary's office. This is only to be used:**

- for children whose parents have provided written consent for the use of spare device; and
- if there is some reason why the child's epi-pen cannot be used.

The emergency anaphylaxis kit will include:

- 1 or more epi-pen;
- instructions on using the device;
- manufacturer's information;
- a checklist of devices, identified by their batch number and expiry date, with monthly checks recorded;
- a note of the arrangements for replacing the devices;
- a list of children to whom the device can be administered;
- a record of administration (i.e. when the device has been used).

Mrs Ruth Westerhuis and Mrs Edith Cahoon will check the emergency kit each month, updating and recording as appropriate.

If the emergency epi-pen has to be used, then

- it should not be re-used;
- the spent epi-pen should be returned to the pharmacy for disposal;
- parents will be informed; and
- the use of the epi-pen will be recorded appropriately.

24. Asthma: Children with severe asthma are permitted to carry their own reliever when they reach P4. The class teacher has relievers easily accessible for younger children.

All children keep a spare reliever in the secretary's office.

25. An emergency asthma kit, including a Salbutamol inhaler, will be kept in the cabinet in the secretary's office. This is only to be used:

- in an emergency;
- for children with asthma;
- for children whose parents have provided written consent for the emergency inhaler; and
- if there is some reason why the child's own inhaler and spare reliever cannot be used.

An inhaler should be primed when first used (eg- spray two puffs.)

The emergency asthma kit will include:

- a salbutamol metered dose inhaler;
- at least two single-use plastic spacers compatible with the inhaler;
- instructions on using the inhaler and spacer/plastic chamber;
- manufacturer's information;
- a checklist of inhalers, identified by their batch number and expiry date, with monthly checks recorded;
- a note of the arrangements for replacing the inhaler and spacers (see below);
- a list of children permitted to use the emergency inhaler as detailed in their individual medication plans;
- a record of administration (i.e. when the inhaler has been used).

Mrs Ruth Westerhuis and Mrs Edith Cahoon will check the emergency kit each month, updating and recording as appropriate.

If the emergency inhaler has to be used then

- neither the inhaler nor the spacer should be re-used;
- the spent inhaler should be returned to the pharmacy for disposal;
- parents will be informed; and
- the use of the inhaler will be recorded appropriately.

A child may be prescribed an inhaler for their asthma which contains an alternative reliever medication to salbutamol (such as terbutaline). The salbutamol inhaler should still be used by these children if their own inhaler is not accessible – it will still help to relieve their asthma and could save their life.

26. Co-ordination: Mrs Ruth Westerhuis will co-ordinate the implementation of the above policy, including record-keeping.

27. Waste Carrier Registration number: CBDL47296