

FORT HILL INTEGRATED COLLEGE



MEDICAL POLICY **(including accessing the services of the** **School Nurse)**

Issued: 2011 (M McCormick (Vice Principal (Pastoral)) & School Nurse)
Reviewed: 2012, 2014, 2018, 2020, 2021, 2022 (COVID), 2023
Next review: September 2024

Rationale

The Board of Governors and staff of Fort Hill Integrated College wish to ensure that students 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 students taking prescribed medication during the school day **where those members of staff have volunteered to do so**, and policy has been fully implemented.

Roles and responsibilities

1) Parents / Guardians

- a) Parents should keep their children at home if acutely unwell or infectious, or with a high temperature. Any child with sickness or diarrhoea should not return to school until 48 hours after the last episode.
- b) Parents are responsible for providing the school with comprehensive information regarding the student's condition and medication and also to inform the School of any changes to the student's medical condition or medication. Parents are responsible for updating the school should any further change occur during the year.
- c) Parents must sign and date the medical permission form prior to commencing school if they wish their child to receive first aid or emergency treatment. **(Appendix 1)**. This permission form is included in the First Days booklet given to all new students. This should be returned to the School Office. A record will be kept of these details.
- d) Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents/guardian.
- e) Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- f) Where the student travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the student.
- g) If medication other than paracetamol is to be administered within school hours, a form "Request for administration of medication in school" must be completed by the parent. **(Appendix 2)**. This is available from reception or from the school nurse. This must be accompanied by a copy of the GP prescription or medical letter at this time.
- h) Each item of medication must be delivered to the Principal, Pastoral Vice-Principal or the School Nurse by the parent/guardian, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:
 - i. Student's Name & Form Class.
 - ii. Name of medication.
 - iii. Dosage.
 - iv. Frequency of administration.
 - v. Date of dispensing.
 - vi. Storage requirements (if important).
 - vii. Expiry date.
- i) Parents should stress with their child that it is the child's responsibility to attend the school nurse at the allocated time to receive their medication so that it's not received late or missed.
- j) Parents of asthma sufferers are also requested to forward a spare inhaler for safe keeping by the school nurse. This should be labelled with the student's name and

form class. Copies of asthma individual health care plans should be forwarded to school nurse at the beginning of term. This is parental responsibility.

- k) **The school cannot accept items of medication in unlabelled containers.**
- l) It is the responsibility of parents to notify the school in writing if the student's need for medication has ceased and the appropriate for, 'discontinuation of medications at school' should be completed (**Appendix 3**). 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.
- m) The school will not make changes to dosages on parental instructions. A copy of the GP prescription would be needed.
- n) It is the responsibility of parents to ensure that staff are reminded of any medical conditions/requirements when giving permission for their child to participate in any school trips.
- o) Medicines, which are in use and in date, should be collected from the nurse by the parent at the end of each term. Parents will be requested to collect any date expired medicines or those no longer required for treatment so they may be transferred to a community pharmacist for safe disposal. (**Appendix 4**). Those medications that have expired and have not been collected by parents will be taken for safe disposal to the pharmacist by the school nurse approximately one month after the parents have been requested to collect them.
- p) It is the responsibility of parents/guardians to indicate any specific medical needs including Epipen/inhaler use on the permission form for any school trip.

2) School

- a) Medication will be kept in a secure place, out of the reach of students. Unless otherwise indicated all medication to be administered in school will be kept in a locked pharmacy cupboard. It will only be accessible to and administered by named staff. Emergency Medication such as Epipens' are one exception, being kept in a central location in unlocked cupboard, for quick access within school reception area.
- b) The school will keep records, which they will have available for parents.
- c) It is the student's responsibility to report to the nurse at the allocated time to receive medication otherwise medications may be missed or taken very late.
- d) If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
- e) For each student with long term or complex medication needs, the SENCO, in conjunction with the school nurse and the parents, will ensure that a Medication Plan and Protocol are drawn up, in conjunction with the appropriate health professionals.
- f) Where it is appropriate to do so, students 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. Appropriate forms to be completed for child to carry own medication in school and self-administer. (**Appendix 5**). These should be completed by parent and signed by school principal
- g) Members of staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School

Health Service. All staff will be given training in the administration of an Epipen which will be updated periodically.

- h) Information about students who use an Epipen will be circulated to all trained First Aid staff. It is also available in Reception and in the staffroom. Epipens will be kept in a labelled cupboard in Reception. Students who are Epipen users are responsible for ensuring that they take their Epipen with them on any school trips. The school nurse will arrange for updated training on the use of epipens.
- i) The school will make every effort to continue the administration of medication to a student 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 student on a school trip if appropriate supervision cannot be guaranteed.
- j) All staff will be made aware of the procedures to be followed in the event of an emergency.
- k) Staff involved in PE including extracurricular activities and First Aid staff will be given training on the use of the defibrillator - one in the office and the other in the Sports Hall.
- l) Students attending nurse for lunchtime medications will have medication administered on an individual basis according to directions on consent form and any public health guidance.
- m) Painkillers requested by students, i.e. paracetamol, will be given by the School Nurse if the medication consent form has been signed and returned. Otherwise a First Aider may provide paracetamol within the dosage identified on the packaging, but must first make contact with home to get parental approval for the provision of paracetamol.

3) Students

- a) Currently the services of the school nurse are available between 9.00am and 3.00pm each day. Should the nurse not be in school, students who are unwell will be advised to go to their Pastoral Leader or a member of the Senior Leadership Team who will contact home and arrange for the student to be collected. Should the Nurse not be in school, a member of staff trained in First Aid will be contacted to assess/treat a student who may be injured etc.
- b) Students who are unwell may ask permission from their class teacher to visit the school nurse. The teacher will arrange an appointment for them to attend the school nurse. If a student feels faint or is injured they should be accompanied by another responsible student or the school nurse or member of the first aid team can be called upon to attend the student on location.
- c) Students will be seen, treated if necessary and returned to class. If medication / treatment has been given the nurse will inform parents via an account in the student's homework diary. Alternatively, if the nurse feels that the student is unable to return to class, parents will be contacted and arrangements made for the student to be collected from reception. Students should **not** contact home themselves and ask parents to come to school to collect them. This causes confusion and is difficult to monitor.
- d) Students are strongly discouraged for using the school nurse to give advice/treatment for injuries sustained outside school hours.

- e) Should a student need hospital treatment school will inform parents and if necessary accompany the student to hospital and wait until parents arrive.
- f) If a student has a particular injury / medical condition / pastoral issue which needs to be shared the nurse may forward this information to the appropriate Pastoral Leader and / or Head of Pastoral Care. The Pastoral Leader may also be sent feedback if further investigation is needed e.g. an injury sustained as a result of a confrontation.

Monitoring.

This policy will be reviewed biannually or as necessary during the school year.

COVID 19 GUIDELINES

If you believe you or your child have COVID-19 symptoms, you should check all COVID-19 guidance through Public Health NI and NHS online. You or your child should stay at home and avoid contact with other people if you or your child have symptoms **AND** either a high temperature or do not feel well enough to go to work school, childcare or do your normal activities.

Appendix 1

SCHOOL MEDICAL INFORMATION

To ensure a caring and supportive environment in the school we would ask you to read the following guidelines for the school. The School Nurse operates on a part time basis and when not available the student will be directed to the nearest designated First Aider or Senior Member of Staff as appropriate.

- The Nurse will only deal with illness and injury that occurs during school time.
- The Nurse will offer advice and support but it is not a substitute for a consultation with the GP.
- The Nurse will accompany students to hospital in an emergency situation only and the school will inform parents/guardian as early as possible. In the event of a student requiring non-emergency treatment, we will make appropriate arrangements with the contact person(s) listed in the school records.
- Department of Health guidelines advise that students who have vomiting or diarrhoea should remain at home for 48 hours after symptoms disappear in order to prevent spread of infection throughout the school.
- Students may carry an asthma inhaler and should leave a second inhaler, clearly labelled with their name and form class, with the School Nurse.
- Parents of students requiring long term/short term medication administration **MUST** complete appropriate forms for medication plans which can be obtained from the school office. This must be completed before medication administration has been agreed upon.
- Children and young people who exhibit any symptoms of COVID-19 should NOT attend educational settings and parents should seek advice through Public Health NI and NHS online.

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Medical Permission Form 2023/24 (Please return to School Office ASAP)

I give permission for _____, Form _____, to have the following treatments when necessary – Please tick each one where permission has been given.

- | | | | |
|--|--------------------------|---------------------------|--------------------------|
| Paracetamol (for pain relief) | <input type="checkbox"/> | Plasters (for minor cuts) | <input type="checkbox"/> |
| Treatment for stings, burns or scalds) | <input type="checkbox"/> | Allergy procedures | <input type="checkbox"/> |
| Basic First Aid Procedures | <input type="checkbox"/> | Emergency procedures | <input type="checkbox"/> |

Any of the above treatment given will be recorded for parents/guardians and sent home in homework diaries.

Signed: _____

Date: _____

Appendix 2

FORM AM2: REQUEST FOR A SCHOOL TO ADMINISTER MEDICATION

Name of School: Fort Hill Integrated College

The school will not give your child medicine unless you complete and sign this form, and the Principal has agreed that the Nurse (or staff in her absence) can administer the medicine.

Details of Pupil

Surname: _____ Forename(s): _____

Address: _____

Date of Birth: ___/___/___ Male Female

Form Class: _____

Condition of illness: _____

Medication

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

Name/Type of Medication (as described on the container): _____

Date dispensed: _____ Expiry date: _____

Full Directions for use:

Dosage and method: _____

Timing: _____

Special Precautions: _____

N.B. Dosage can only be changed on a doctor's instructions

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

Self-Administration: Yes / No (delete as appropriate)

Procedures to take in an Emergency

Contact Details:

Name: _____ Relationship to Pupil: _____

Phone Number: (Home/Mobile) _____ (Work) _____

Address (If different to pupil named): _____

I understand that I must deliver the medicine personally to the School Nurse (or agreed member of staff in the Nurse's absence) and accept that this is a service which the school is not obliged to undertake.

I understand that I must notify the school of any changes in writing.

Signature(s): _____ Date: _____

Agreement of School Principal

I agree that _____ (*name of child*) will receive _____

_____ (*quantity and name of medicine*) every day at _____ (time(s))

medicine to be administered e.g. lunchtime or afternoon break).

This child will be given/supervised whilst he/she takes their medication by _____ (*name of staff member*). This arrangement will continue until _____ (*either end date of course of medicine or until instructed by parents*).

Signed: _____ Date _____
Principal / Authorised member of staff)

The original should be retained on the school file and a copy sent to the parents to confirm the school's agreement to administer medication to the named pupil.

Appendix 3

School Nurse
Fort Hill Integrated College
Belfast Road
Lisburn
BT27 4TL

Dear Nurse,

Name of child _____ Date of Birth: _____

This is to confirm that my son/daughter _____ in Form _____ does not now need to take the medication (ointment / tablets) for his/her condition as indicated by the GP on the attached letter.

Please give the name of the medication _____

Signed Parent/Guardian _____ Date: _____

*Please return this letter to the school nurse.

Appendix 4

Dear Parent/Guardian

The following medication which has been stored for use by your child, if required in school, has now expired.

Drug: _____

Dose: _____

Expiry Date: _____

We would be grateful if you would collect the above named medication for safe disposal. If it has not been collected by: _____ we shall assume you wish the school nurse to have it safely disposed of by pharmacist.

If your child remains at school and still requires administration of this named medication, it is parental responsibility to renew supply for school.

Yours sincerely

S Gilbert
School Nurse

Appendix 5

Name of School: **Fort Hill Integrated College**

REQUEST FOR STUDENT TO CARRY AND SELF ADMINISTER HIS/HER MEDICATION

The form must be completed by parents/carers. If staff have any concerns discuss the request with healthcare professionals.

Details of Pupil

Surname: _____ Forename(s): _____

Address: _____

Date of Birth: ___/___/___ Male Female

Form Class: _____

Condition or illness requiring medication: _____

Medication

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

Name of Medicine: _____

Procedures to be taken in an emergency: _____

Contact Details

Name: _____

Phone No (Home/Mobile): _____ (Work) _____

Relationship to child: _____

I would like my child to keep his/her medication on him/her for use as necessary.

Signed: _____ Date: _____

Relationship to child: _____

Agreement of School Principal

I agree that _____ (*name of child*) will be allowed to carry and self-administer their medication whilst in school and that this arrangement will continue until _____ (*either end date of course of medication or until instructed by parents*).

Signed: _____ Date: _____

Principal / Authorised member of staff

The original should be retained on the school file and a copy sent to the parents to confirm the school's agreement to the named student carrying his/her own medication.