

# Medical Conditions Policy



Reviewed December 2024

## **Policy Statement**

Our school is an inclusive community that welcomes and supports pupils with medical conditions. We provide all pupils with any medical condition the same opportunities as others at school.

**We will help to make sure they can:**

- **be healthy**
- **stay safe**
- **make a positive contribution**
- **enjoy and achieve**
- **be successful once they leave school**

In Belfast Boys' Model School, the whole school environment is welcoming and suitable for pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside our anti-bullying policy, to help prevent and deal with any problems. We understand the importance of all pupils taking part in physical activity and ensure that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes extra-curricular activities and team sports. We ensure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that the appropriate adjustments and extra support are provided.

## **SECTION 1**

### **Introduction**

Many pupils will, at some time, have a medical condition that has the potential to affect their participation in school activities. Some pupils may require medication for a short-term medical need; others may require medication on a long-term basis. Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly, and with some support from the school, can take part in the majority of school activities.

Medication needs can be grouped into 3 categories:

- Pupils requiring short term prescribed medication for acute conditions.
- Pupils with a long-term condition requiring regular medication, such as children with asthma and ADHD.
- Pupils who may very rarely require medication to be given in an emergency e.g pupils with severe allergies that may require an adrenaline injection (Epipen).

## SECTION 2

### Aims

Our school policy aims to support our pupils, our parents and our staff. It is hoped that the policy will encourage regular pupil attendance at school, will give parents/guardians confidence that we are equipped to meet the medical needs of their children, and will reassure our staff who may, at times, be required to administer medication on behalf of a parent/guardian.

The policy is based on guidance materials written by the Departments of Education and Health, Social Services and Public Safety, in consultation with the Education Authority and health professionals.

## SECTION 3

### Responsibilities

#### (i) Responsibility of the Parent

It is the responsibility of parents/guardians to co-operate fully with the school to ensure the health, safety and well-being of their child.

Parents 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 in relation to this).
- making the school aware of their child's medical needs.
- reaching agreement with the Principal or Vice Principal (Pastoral) on the school's role in helping with their child's medication.
- providing the Principal or Vice Principal (Pastoral) with the original written medical evidence about their child's medical condition and treatment needed at school.
- providing the Principal or Vice Principal (Pastoral) with written instructions and making a written agreement detailing dose and when the medication is to be administered.
- ensuring prompt notification in relation to condition and medication.
- providing sufficient medication and ensuring it is correctly labelled.
- disposing of their child's unused medication.
- giving written permission for the pupil to carry his own essential medication e.g. inhalers.

#### (ii) Responsibilities of Staff

Teachers and support staff 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. (The key action required from all staff in an emergency situation is to contact a member of the First Aid Team).
- being aware of the needs of the pupils who carry a Health Alert pass (pupils with Asthma, Epilepsy, Diabetes, Anaphylaxis).
- taking part in appropriate training and being aware of the possible side effects of the medication and what to do if they occur.
- supervising pupils who self-administer medication, if this is required.

### (iii) Responsibility of the Principal

Day to day decisions with regard to support for pupils with medication needs will normally fall to the Principal or to the Vice Principal (Pastoral). When parents request that medication be administered to their child at school, it is expected that the Principal or the Vice Principal (Pastoral) will deal with each case sympathetically and on its merits. If a pupil has a Statement of Special Educational Needs, the Statement should outline the procedures, support and training required as outlined in the relevant medical advices. Where there is concern about whether the school can meet a pupil's medication needs, or where the parents' expectations appear unreasonable, the Principal or the Vice Principal (Pastoral) should seek advice from the School Health Service/Designated Medical Officer. On the basis of information received the Principal or the Vice Principal (Pastoral) will advise parents of a child with medication needs on the level of support the school will provide.

The Principal is responsible for:

- the operation of the policy on the administration of medication and is therefore the main person responsible for the administration of medication in school and for developing detailed administrative procedures for meeting the medication needs of pupils – Appendix III
- making sure that all parents are aware of the school's policy and procedures for dealing with medication needs and the school's approach to pupils who need to take medication at school.
- dealing sympathetically with each request from parents that medication be administered to their child at school.
- ensuring that parents' cultural and religious views are always respected.

- ensuring that all staff are aware of the Medical Care Policy and the procedures outlined within it.
- designating the co-ordination role to an 'identified' person
- ensuring that staff who come in contact with the pupils are:
  - informed about the child's condition.
  - informed about how to assist in meeting their needs in the classroom.
  - aware of the procedure for coping with an emergency associated with that medical condition.
  - given appropriate support, advice and specialist training, where necessary.
  - ensuring that medicines are stored safely in a secure place, specifically designated for that purpose.
  - arranging cover for members of staff while medication is prepared or administered, to avoid interruption before the procedure is completed.
- ensuring that supply teachers or other visiting professionals know about the medication needs of individual pupils and how these are to be met.
- arranging back up cover when the member(s) of staff, normally responsible for administering medication to a pupil, is (are) absent or unavailable.
- ensuring that, when arranging work experience, the placement is suitable for a pupil with a particular medical condition and encouraging such pupils to share relevant medical information with employers.
- asking the employer to provide written confirmation of the insurance cover for staff who provide specific medication support.

#### (iv) Responsibility of the Board of Governors

The Board of Governors are responsible for:

- ensuring their school develops its own policies to cover the needs of the school.
- ratifying all of the school's policies.
- following the health and safety policies and procedures produced by the EA
- taking account of the views of the Principal, staff and parents in developing a policy on assisting pupils with medication needs.

#### (v) Responsibility of the School Health Service

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

- health screening of pupils.
- immunisation programme.
- written advice to teaching staff on pupil health matters.
- medical advice for children who have Special Educational Needs (including medical needs and health promotion activities).

#### (vi) Responsibility of The School Nurse

The school nurse oversees the health needs of children at school by working closely with children and young people, their families, school and health colleagues. The role of the School Nurse is diverse, ranging from the vaccination of large groups of pupils, to the identification of the health needs of individual children. The school nurse oversees the compilation of individual Medication Plans to identify how the health needs of the pupil can be best met within the school environment. He/she can provide information on a range of health issues and may co-ordinate training programmes.

## SECTION 4

### The Administration of Medication

The Board of Governors and staff of Belfast Boys' Model 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.

- Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication, if they are requesting that the school administer medication to their son. – Appendix 1
- Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. This includes the administration of painkillers.
- The school will keep records of medication administered, which they will have available for parents. (AM5) – Appendix 6

- 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 of 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.
- The school will not make changes to dosages on verbal parental instructions.
- 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. (AM1) – Appendix 1
- Where it is appropriate to do so, pupils will be encouraged to carry and 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. (AM3) – Appendix 4
- 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. – Emergency Call Form – Appendix 7

Pupils sometimes ask for painkillers at school such as paracetamol. School staff should never give non- prescribed medication to pupils unless there is specific prior permission from their parents.

## SECTION 5

### The Delivery, Storage and Disposal of Medication

- Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.
- Each item of medication must be delivered to the Principal or Vice Principal (Pastoral), 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.

- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- 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.
- 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.
- 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 6

### Confidentiality

- The Principal and school staff should treat medical information confidentially.
- The Principal or Vice Principal (Pastoral) will consult with the parent, or the pupil if appropriate, as to who should have access to records and other information about the pupil's medical needs.
- The Principal or Vice Principal (Pastoral) will consider how much other children should be told about the pupil's medical condition.



- The school will not disclose details of a child's condition to other pupils without the consent of the parent and the child, if appropriate. If permission is given to disclose information the situation will be handled as sensitively as possible.

## SECTION 7

### 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. (AM5) – Appendix 6

## SECTION 8

### Training for Staff

- First Aid staff will receive periodic training on common medical conditions (Allergic reactions/Anaphylaxis / Asthma / ADHD / Diabetes / Epilepsy).
- All staff will receive periodic training in Emergency procedures.
- Staff working with pupils who have a significant and particular medical need will be invited to participate in an individual programme of training which will be child specific.
- The Principal or Vice Principal (Pastoral) will maintain a record of the medical training provided for staff. (AM6) – Appendix 5

## SECTION 9

### Emergency Procedures

- All staff will be informed annually of all pupils with a medical condition.
- If a medical concern arises, a member of the First Aid Team will be sent for.
- In the event of a pupil who has a known medical condition with a medical care plan experiencing a medical emergency, staff will follow the advice given in that medical care plan.
- All staff will be aware of how to call emergency services.
- Once an emergency call is made, parents will be contacted immediately. A member of staff will accompany the pupil to hospital and remain with him until their parent/guardian arrives.
- The member of staff should have details of health care needs, medication and a copy of the medical care plan (if one is in place).

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 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 10

### 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
- Child Protection Policy
- Concerns/Complaints Policy
- Code of Conduct for Staff and Volunteers
- Special Educational Needs Policy

## SECTION 11

### Monitoring and Evaluating

The Medical Care Policy will be monitored and evaluated annually.



**FORM AM1**  
**APPENDIX I**  
**Medication Plan for a Pupil with Medical Needs**

Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Condition: \_\_\_\_\_  
\_\_\_\_\_  
Form class: \_\_\_\_\_  
Date: \_\_\_\_\_  
Review Date: \_\_\_\_\_  
Name and address 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. \_\_\_\_\_  
GP Surgery: \_\_\_\_\_  
GP Name: \_\_\_\_\_ Phone no.: \_\_\_\_\_

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

Daily care requirements (e.g. before sport/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)

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Form copied to: \_\_\_\_\_



**FORM AM2**  
**APPENDIX II**  
**Request by Parent for School to Administer Medication**  
**Details of Pupil**

Surname: \_\_\_\_\_  
Forename: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Form class: \_\_\_\_\_  
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 Phone 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:

\_\_\_\_\_



**APPENDIX III**  
**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 / before  
PE). \_\_\_\_\_ (Name of child) will be given/supervised whilst he takes his  
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)





**APPENDIX IV (FORM AM3)**

**REQUEST FOR PUPIL TO CARRY HIS OWN MEDICATION**

This form must be completed by parents/carers.

If staff have any concerns discuss this request with healthcare professionals.

Details of Pupil

Surname \_\_\_\_\_ Forename(s) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Date of Birth. \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Class \_\_\_\_

Condition or illness \_\_\_\_\_

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 medication on him for use as necessary.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Relationship to child \_\_\_\_\_

Agreement of Principal

I agree that \_\_\_\_\_ (*name of child*) will be allowed to carry and self administer his 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 \_\_\_\_\_

*(The 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 pupil carrying his own medication.



**FORM AM6**  
**APPENDIX V**  
**Staff training record – administration of medical treatment**

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: \_\_\_\_\_



**APPENDIX VII**  
**Emergency Planning**

**Request for an Ambulance:**

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

1. School telephone number
2. School name, address and postcode
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 the pupil.



