

# Sperrinview Special School

## Policy on Administration of Drugs/Medication

### Introduction

Staff in Sperrinview are conscious that prescribed drugs/medications need to be dispensed in a safe and secure manner in an environment where the dignity of the pupil is protected. The Health and Safety of both pupils and staff is paramount at all times.

### Aims

- To ensure the safe and secure dispensation of prescribed drugs/medication.
- To ensure that drugs/medication is dispensed in an environment where the dignity of the pupil is protected.
- To provide best quality care and attention

### Organisation

Parents should be aware that no drugs/medications can be given to a pupil unless form AM2 has been completed and signed by the family doctor and signed by the pupil's parent[s]/guardian[s].

**Medicines other than those prescribed by the family doctor *and listed on form AM2 are regarded as casual medicines. No casual medicines will be administered by staff.***

Drugs/medicines will be kept in a locked box stored within a locked cupboard in each classroom. They will be administered at appropriate times as guided by the family GP on form AM2.

For record keeping purposes there will be a sheet - AM4 - to detail the medication administered to each pupil.

Drugs/medication being sent from home or a respite centre are to be given to the bus escort who will in turn pass same to a member of staff in the pupil's class. Each item of medication must be delivered to the classroom staff **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.** Classroom staff will store the medication in the appropriate place in the classroom and record the name of the medication, the quantity and the date.

Staff must always ensure to follow the guidance contained in the 2008 DE document "Supporting Pupils with Medication Needs"

### ***First Aid Kits***

Each class has a first aid kit.

There are **3 Vehicle First Aid Kits** in school.

These are stored in **the front foyer**.

As items run low in each kit, this should be reported to Miss Jordan who will see that the kit is restocked.

### ***Medical Care Plans***

Where appropriate, individual medical care plans are devised for pupils by a member of the Community Disability Team, parents/carers and

the family GP. These care plans detail the action to be taken in the event of a pupil experiencing a seizure or requiring oxygen. Staff who have completed and/or updated Epilepsy, CPR and/or O2 training are then offered the opportunity of signing the care plan. Those staff who agree to sign a care plan may then administer medication as appropriate and follow the guidelines given for that pupil.

A list of all pupils who have a medical care plan and a second list detailing members of staff assigned to specific care plans are in each classroom. These lists should be kept in the red class book.

### ***Dietary Needs***

Special Dietary needs will be catered for within school. This will require consultation with parents, kitchen staff and/or a dietitian.

### ***Out-of-School Visits***

Individual medical care plans and appropriate medication must accompany pupils when out of school and at least one member of staff who has signed to the care plan should be in attendance.

Special dietary needs for individual pupils also need to be considered. The class mobile phone must always be taken.

## **Roles**

Classroom staff have responsibility for the safe storage and dispensation of drugs/medication for pupils in their classes. It is also the responsibility of classroom staff to ensure that medication is not out-of-date [this should be checked on the 2<sup>nd</sup> Monday of each month]. All empty or out-of-date medication and containers should be returned to parents for safe disposal.

Classroom staff should discuss medical and other relevant issues within each classroom and should work together as a team to deliver effective, safe, and immediate medical care to all pupils, following

prescribed guidelines. When unclear what action to take, eg during a peg bleed, immediate contact should be made with parents and/or family/school GP.

All staff must be aware of the policy and procedures. New and substitute staff should also be made aware of the policy and procedures prior to commencing posts.

The Principal has overall responsibility for the implementation of the policy.

## External Support

Parents/Carers

Community Disability Team

Pupils' GPs

School GP

Mrs Helen Cullen - Resuscitation Officer

Health Matters [Basic Emergency First Aid Training]

PASS International[First Aid at Work Training]

## Staff Development

All new staff will complete:

- 1-day Health Awareness Training
- CPR Training
- 2-day Moving and Handling Training

Nurses from the Health Trust and Mrs Shaunagh Duffin [Training in CPR] will update school staff annually on:

- ◆ Epilepsy procedures
- ◆ Administration of Medications
- ◆ CPR
- ◆ Procedures for Choking Incidents
- ◆ Epi Pens

- ◆ Diabetes
- ◆ Anaphylaxis
- ◆ Other relevant medical procedures

Training for specific medical needs eg tube/peg feeding, use of catheters etc will be given by appropriate medical staff and will take place during the August Baker Days and again as appropriate throughout the year.

Training required for new pupils or for new medical needs eg following illness or accidents, will be arranged as appropriate.

First Aid training will be updated as appropriate.

Transport staff will receive updated guidelines as appropriate.

## Resources

Locked Box in each classroom

Medical Equipment

Community Disability Team

Drugs/Medication

## Monitoring and Evaluation

The policy on Administration of Drugs/Medication will be monitored and evaluated on an ongoing basis through consultation with pupils, staff and parents using:

Home/School books, Phone Calls, Meetings, Recording procedures

Discussion etc

## Review

A sub-committee of the Board of Governors will monitor and evaluate the effectiveness of this policy as part of a timetabled, on-going process.

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