



KILRONAN
SCHOOL

Administration of Drugs/Medication Policy

Re-issue Date: May 2023

Date of Review: May 2025

**United Nations Convention on the Rights of the Child
(UNCRC):**

All children have the right to:

- Be protected from dangerous drugs (Article 33).

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VISION

At Kilronan School we aim to provide a happy, safe and stimulating learning environment where pupils are motivated to achieve, feel valued and are respected as individuals. We believe our inclusive approach meets the needs of each pupil and empowers them to reach their full potential through experience of and participation in all aspects of the curriculum.

We are committed to:

- Putting pupils first.
- Providing a welcoming, dynamic and supportive learning and teaching environment.
- Delivering the Pre-School/ NI Curriculum/School Leavers Programme through an individualised and pupil centred approach.
- Ensuring that the highest standards of Pastoral Care Safeguarding and Child Protection are in place.
- Promoting and sustaining good behaviour.
- Treating everyone with dignity and respect.
- Continuing to foster and develop effective home/school links.
- Working together as a team for the benefit of each pupil.
- Working collaboratively with Allied Health Professionals and other agencies to ensure the needs of pupils are met.
- Developing and maintaining close links with other schools and the local community for the mutual benefit of all.
- Giving all staff opportunities for appropriate continuing professional development.
- Embracing new opportunities and innovative approaches to meet the changing needs of the pupils and the school.

Kilronan Special School

Policy on Administration of Drugs/Medication

1. Introduction

- 1.1. Staff in Kilronan 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.

The Principal has overall responsibility for the implementation of the policy. Parents have the responsibility to ensure that their child does not come into school if unwell or infectious.

2. Aims

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

3. Organisation

- 3.1. Parents should be aware that no drugs/medications can be given to a pupil unless form DA1 has been completed and signed by the GP and signed by the pupil's parent[s]/guardian[s].

- 3.2. Medicines other than those prescribed by the GP **and listed on form DA1 are regarded as casual medicines. No casual medicines will be administered by staff.**

- 3.3. Drugs/medicines will be kept within a locked cupboard in each classroom or medical room. They will be administered at appropriate times as guided by the GP on form DA1.

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

- 3.4. Drugs/medication being sent from home, or a respite centre are to be given to the bus escort who will in turn pass the medication 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
- 3.5 The school will not accept items of medication in unlabelled containers. Classroom staff will store the medication in the appropriate place in the classroom or locked cupboard in the front foyer 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".

4. First Aid Kits

- 4.1. There are several First Aid Kits located around the school and the School will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits in the School are:-
Medical Room, Staff Room, PE Store, J2, J4, S3, S9, S2A mobile, J7 mobile.
- 4.2. There are 4 portable First Aid Kits in school for Environmental Visits. These are stored in the front foyer in the locked cupboard underneath the transport sign in books.

NB: As items run low in each kit, this should be reported to Mrs Shaw who will see that the kit is restocked.

5. Medical Care Plans

- 5.1. Where appropriate, individual medical care plans are devised for pupils by a member of the Community Disability Team, Paediatric Epilepsy Nursing Services, parents/carers, and the 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 pupil's file.

6. Dietary Needs

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

7. Out-of-School Visits

- 7.1. 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 teacher's mobile phone must always be taken.

8. Roles

- 8.1. 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 each week).

All empty or out-of-date medication and containers should be returned to parents for safe disposal.

- 8.2. 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, e.g., during a peg bleed, immediate contact should be made with parents and/or family/GP.
- 8.3 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.

9. External Support

- Parents/Carers
- Community Disability Team
- Pupils' GPs
- School Nursing Team
- Basic Emergency First Aid Training e.g. Bisp Training
- First Aid at Work Training e.g. Emergency Medical Supplies, Services and Training LTD.

10. Staff Development

- 10.1. All new staff will complete:
- 1-day Basic Emergency First Aid Training
 - CPR Training
 - 2-day Moving and Handling Training

Nurses from the Health Trust and Mrs Tracy Shaw (First Aid at Work) will update school staff annually on:

- Epilepsy procedures
- Administration of Medications
- CPR
- Epi Pens
- Diabetes
- Anaphylaxis
- Other relevant medical procedures

10.2. Training for specific medical needs e.g., 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 e.g., 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.

11. Resources

- Locked cupboard/Filing cabinet in each classroom.
- Medical Equipment.
- Community Disability Team, Paediatric Epilepsy Nursing Team.
- Drugs/Medication.

MONITORING AND REVIEW

This policy will be monitored appropriately and reviewed for revision as necessary.

Signed: _____ (Chairperson of Board of Governors)

Signed: _____ (Principal)

Date: _____

Version	Date	Revision Author	Summary of Changes
2	April 2023	Policy Subcommittee	Format to include vision and content page.