



Ashfield Girls' High School

Medical Needs Policy





School Mission Statement

Ashfield Girls' High School aspires to help all members of the school community to improve the quality of their lives through learning, living, caring and the need to leave our mark on the world in which we live.

“Each Different, Each Talented, All Valued”

Aims

The aim of the school is to provide each student with a secure and supportive learning environment for a programme of education which meets her individual needs and which brings her success and fulfilment in her school life and prepares her for life beyond school.

In seeking to fulfil this aim, the school will endeavour to

- Create an information rich environment where each student may reach her full potential
- Provide a pastoral care system which gives support and guidance at all times
- Promote self-confidence, self-respect, self-discipline, self-motivation, initiative and positive attitudes
- Promote strategies which enable students to develop a language for life and learning
- Provide a curriculum which affords opportunities for students to develop a range of skills which promotes intellectual, social, emotional, aesthetic, spiritual and moral growth
- Provide guidance which will prepare students for the challenges of changing patterns of work and leisure
- Forge strong links with outside agencies and with the local community which it serves

The Board of Governors and staff of Ashfield Girls' High 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. Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. (This form, (AM2), is available from the School Nurse, the School Office or Pastoral Vice-Principal)

Staff will not give a non prescribed medicine to a child unless there is specific prior written permission from the parents.

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

Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.

Each item of medication must be delivered to the Principal or Authorised Person, 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.

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.

In September 2008 two epipens and 7 medication plans are stored in an open medical cabinet within the school office for ease of access for all staff.

The school will keep records, which they will have available for parents.

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 to take 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.

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.

The school will not make changes to dosages on parental instructions.

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.

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. **In Ashfield Girls' High School in September 2009 there are four pupils with Epipen medication, four Diabetic children, one child with Pulmonary Stenosis and four children who are Epileptic.**

Where it is appropriate to do so, pupils 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. (Form AM3 will be available at the start of each school year and thereafter can be requested at any time from the School Nurse, the School Office or the Pastoral Vice-Principal)

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service. (In Ashfield Girls' High School this is normally the School Nurse or in her absence the Pastoral Vice-Principal, Year Head Team or School Principal)

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.

N.B. The new AM1,AM2,and AM3 are to be phased in during 2009 however all recorded information is presently available in a similar format in the School Nurse's records or on the C2k system.



A Specialist School for **ICT**



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