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# Strathearn School

## Medical Needs Policy

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<b>Policy review date</b>	November 2025
<b>Next Review date</b>	November 2028



## 1. Introduction

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Strathearn School aims to support and welcome pupils with medical conditions through the provision of appropriate care. We recognise the challenges that may be faced by pupils with medication needs and endeavour to work with them to ensure regular attendance; aiming to remove any barriers that prevent these pupils from reaching their full potential. This Medical Needs Policy has been developed for the safety and well-being of the pupils.

Medication should only be brought to School when absolutely essential and with the agreement of the Principal/Vice Principal (Pastoral). Parents<sup>1</sup> should be encouraged to request, where possible, that medication be prescribed in dose frequencies which enable it to be taken outside School hours e.g. medicines that need to be taken three times a day could be taken in the morning (before the start of the school day), after School hours and at bedtime.

<sup>1</sup> The term 'parent' implies any person or body with parental responsibility (e.g. foster parent, carer, guardian or local authority).

## 2. Legal Framework

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This policy has been developed with reference to the following legislation and statutory guidance:

- Education and Libraries (Northern Ireland) Order 2003, which places a duty on Boards of Governors to safeguard and promote the welfare of pupils.
- Disability Discrimination Act 1995 (as amended by SENDO 2005), which requires schools to make reasonable adjustments so that pupils with medical conditions are not substantially disadvantaged.
- Special Educational Needs and Disability Act (Northern Ireland) 2016, which strengthens the SEN framework and duties to support pupils with additional needs.
- Data Protection Act 2018 and UK GDPR, which govern the processing of personal and special category health data.
- Department of Education guidance: Supporting Pupils with Medication Needs (2008), Guidance for the use of emergency salbutamol inhalers in schools (2015), and Corrected AAI Guidance (2018).
- Human Medicines Regulations 2012, as amended, permitting schools to hold spare Salbutamol inhalers and adrenaline auto-injectors.
- DE Circular 2024/15 – Concussion.

### **3. Aims**

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1. To ensure that pupils with medical needs receive appropriate care and support.
2. To ensure that systems are in place to protect the health of all pupils during the school day and whilst participating in supervised school activities.
3. To work in partnership with pupils, parents, health professionals and other agencies to provide a supportive environment for pupils with medical needs.
4. To ensure that medicines are administered safely and responsibly.
5. To ensure the safe storage and disposal of medication.

### **4. Categories of Medication Needs**

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Medication needs can be grouped into three categories:

- Pupils requiring short-term prescribed medication for acute conditions, for example an ear or chest infection. Usually, such children will have been off School but may still be on medication when they return.
- Pupils with a long-term condition requiring regular medication.
- Pupils who may very rarely require medication to be given in an emergency.

### **5. Roles and Responsibilities**

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#### **Board of Governors**

The Education and Libraries (Northern Ireland) Order 2003 places a duty on the Board of Governors of a grant aided school to safeguard and promote the welfare of registered pupils at the School at all times when such pupils are on the premises of the School or in the lawful control or charge of a member of the staff of the School. The Board of Governors is responsible for:

- ensuring the School develops its own policies to cover the needs of the School;
- ratifying any policy relating to medication;
- considering the views of the Principal, staff and parents in developing a policy on assisting pupils with medication needs.

#### **Principal**

The Principal, through the Vice Principal (Pastoral), has overall responsibility to ensure the health and wellbeing of pupils while they are in School. The Senior Teacher (Pastoral) may deputise for the Vice Principal (Pastoral) as necessary.

The Principal will accept responsibility for School staff administering or supervising pupils taking prescribed medication during the school day or whilst on residential educational visits.

The Principal will ensure that:

- the contents of the policy and its procedures are operational.
- parents are aware of this policy and its procedures.
- they deal sympathetically with each request from parents that medication be administered to their child at School.
- parents' cultural and religious views are respected.
- all staff are aware of the policy and procedures.
- they designate the co-ordination of administration of medication and the sharing of information to an identified person, namely the School Health Nurse.
- staff in contact with the pupil 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; and
  - given appropriate support, advice and specialist training where necessary.
- medicines are stored safely in a secure place, specifically designated for that purpose.
- cover is provided for members of staff while medication is prepared or administered.
- accurate records are maintained.
- a work experience placement is suitable for a pupil with a particular medical condition and that they encourage such pupils to share relevant medical information with employers.
- the employer is asked to provide written confirmation of the insurance cover for staff who provide specific medication support.
- consent is sought from those with parental responsibility in relation to the administration of medication.
- a healthcare/action plan is created for each pupil with long term or complex medication needs.
- information held by the School is accurate and up-to-date and that healthcare/action plans are shared; accordingly.
- pupil confidentiality is maintained.

Where there is concern about whether the School can meet a pupil's medication needs, or where parents' expectations appear unreasonable, the Principal should seek advice from the School Health Service/Designated Medical Officer. Based on the information received, the Principal/ Vice Principal (Pastoral) will advise the parents of a pupil with medication needs on the level of support the School will provide.

### **School staff**

There is no legal duty that requires school staff to administer medication. However, staff may volunteer to do this.

All staff, regardless of whether they have volunteered or are contracted to administer medication, have a responsibility to:

- know which pupils in their care have a medical condition and be familiar with the content of the pupil's healthcare/action plan.
- be aware that medical conditions can affect a pupil's learning and provide extra support should a pupil need it.
- complete accident report forms.
- allow all pupils to have immediate access to their emergency medication or food.
- ensure pupils who carry their medication have access to it when they are on an educational visit or are out of the classroom.
- liaise with the School Health Nurse on the arrangements for pupils with long term medical needs when planning an educational visit or trip and ensure that Healthcare/Action Plans are brought on the visit or trip.
- treat medical information relating to pupils in a sensitive and confidential manner.

Staff who volunteer to administer or supervise the administration of medication have a responsibility to:

- understanding the nature of a pupil's medical condition.
- be aware of the likelihood of an emergency arising and the action to take if one occurs.
- take part in appropriate training.
- be aware of the possible side effects of the medication and what to do if they occur

### **School Health Nurse**

Strathearn School employ a School Health Nurse (SHN) who is based in the Medical Room. The SHN will oversee the medical needs of pupils in Strathearn School including the provision of first aid and the administration of medication.

Pupils who may become unwell or injured during the school day should attend the Medical Room for assessment by the School Health Nurse. The SHN will also oversee the administration of medication for those pupils who require this while at school. The SHN has a responsibility to:

- understand the nature of a pupil's medical condition and be aware of when and where the pupil may need extra attention.
- ensure that information held by the School is accurate and up to date.
- update the School's Medical Register with the support of the Vice Principal (Pastoral).
- deal with all pupils who are unwell during the school day and assess whether they can remain in School or be sent home or to hospital.

- make necessary arrangements for pupils, who are unwell or injured during the school day, to be collected by the parent or nominated emergency contact.
- be aware of the likelihood of an emergency arising and the action to take if one occurs.
- if necessary, make appropriate arrangements for the pupil to be transferred to hospital.
- deal with any accidents arising during the period of duty and assessing whether individual pupils are required to go home or to hospital as appropriate.
- complete accident report forms.
- store healthcare/action plans in a central place accessible to staff.
- store medication securely in a locked cupboard or fridge, unless it is necessary for the medication to be readily available including EpiPens®/ Jext® and inhalers.
- issue EpiPens®/Jext® as appropriate and assist pupils who have anaphylaxis.
- ensure administered medication is recorded and information made available to parents.
- supervise pupils who self-administer their own medication.
- issue details of all pupils with specific allergies, how these conditions can be recognised and identify appropriate action to be taken.
- advise staff of relevant health issues.
- provide staff with information regarding the arrangements for pupils with long term medical needs who are attending educational visits and support/advise accordingly.
- review individual healthcare/action plans, in consultation with the appropriate health professionals and parents, for pupils with long-term or complex medication needs.
- order appropriate medical supplies.
- check expiry dates of medication and alert parents when supplies are running low or need replaced.
- return any unused or expired medication to parents at the end of each academic year.
- keep a record of all non-prescribed medication that has been administered to individual pupils during the School day and inform parents in writing of such.
- attend relevant training.
- provide staff training on the safe/correct administration of emergency medication e.g. EpiPens®.
- provide staff awareness sessions on the most common medical conditions presented in School.
- be aware of the possible side effects of medications and what to do if they occur.
- make necessary and appropriate preparations for health checks and vaccinations.

### **First Aiders**

Designated staff with first aid training may carry out some delegated responsibilities when the SHN is unavailable. Whilst there is no legal duty that require staff to administer first aid or medication, First Aiders who are willing to do so may:

- give immediate help to pupils who require medical assistance arising from specific hazards at School.
- treat common injuries or illnesses.
- ensure professional medical help is sought, where necessary.

### **Parents**

Strathearn School are committed to working in partnership with parents to provide a supportive environment for pupils with medical needs. Parents have primary responsibility for the health and wellbeing of their children.

On admission to the School, parents are invited to provide information on any medical conditions relating to their child (Form M1). At this time, consent is sought for the administration of medication and first aid, should it be required (Form M2 and/or Form M6).

Where a chronic or critical condition, that does not require a hospital healthcare plan, has been recorded on Form M1, the SHN will provide Form M5 for completion by the parent. Parents, and those with parental responsibility, have a responsibility to:

- keep their child at home if acutely unwell or infectious.
- ensure their child catches up on any work missed whilst absent from school.
- minimise the need for medication to be taken in School.
- provide the School with comprehensive information regarding their child's medical needs including the provision of an up-to-date healthcare/action plan for their child.
- provide original written medical evidence about their child's medical condition and treatment or special care needed at School.
- inform the School about any medication their child requires during School hours.
- provide consent for the administration of medication.
- provide details of all medication their child requires whilst in School or on educational visits or other out-of-school activities.
- provide all necessary medical information and medication (including appropriate spare medication) which is to be stored in School.
- renew medication when supplies are running low and ensure that the medication supplied is within its expiry date.
- ensure prompt notification, to the School, of any changes in medication or condition.
- notify the School in writing should they wish to withdraw their consent for the administration of medication and/or first aid.
- ensure their child carries their EpiPen®/Jext® and/or inhalers throughout the School day and on School activities.
- dispose of any unused medication which are in date.
- provide the School with up-to-date contact information for those with parental responsibility.

- ensure they follow procedures should their child become unwell during School hours.

### **Pupils**

The pupils have a responsibility to:

- treat other pupils with and without a medical condition equally.
- inform their parent, teacher or nearest member of staff when they are feeling unwell.
- ensure a member of staff is called in an emergency.
- inform a member of staff if another pupil is feeling unwell.
- treat medication with respect.
- know how to gain access to their medication in an emergency.
- inform their parent of any non-prescribed medication administered in School.
- act with due respect for the safety of others.
- follow School procedures for use of the Medical Room.
- copy up on any missed work during absence from School due to illness.

### Procedures for accessing the Medical Room

Pupils who feel unwell during, or between lessons, and wish to access the Medical Room should seek a Medical Room card from the teacher/study supervisor. This should be presented to the SHN or First Aider upon arrival at the Medical Room. If feeling unwell during break or lunchtime, there is no requirement to seek a Medical Room card from a member of staff.

The SHN or First Aider will assess the pupil and will determine if the pupil is well enough to return to lessons. If the pupil is well enough, they will complete the Medical Card and return it to the pupil. Upon their return to lessons, the Medical Card will be presented to the teacher/study supervisor.

If, in their professional judgement, the SHN determines that the pupil is too unwell to return to lessons, then they will make the necessary arrangements for a parent to come to the School to collect their child. If a parent is not available, the emergency contact will be contacted.

When a parent/emergency contact arrives to collect the pupil, the pupil must present a permission slip to Reception before signing out.

Pupils should not make their own arrangements to be collected from School. Should they do so, the School's Positive Behaviour policy will be implemented.

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act (1971) and its associated legislation. Where a pupil misuses their own, or another pupil's medication, their parent will be informed. These pupils will be

subject to the School's disciplinary procedures as outlined in the Positive Behaviour policy.

## **6. Legal Duty and Indemnity**

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There is no legal duty that requires staff at Strathearn School to administer medication. The administration of medication to pupils remains the responsibility of the parent or those with parental responsibility.

If a member of staff administers medication to a pupil or undertakes a medical procedure to support a pupil and, as a result, expenses, liability, loss, claim or proceedings arise, Staff who administer medication or provide agreed medical support are covered by the School's insurance when acting within training and this policy/individual plans. Cover applies provided the member of staff:

- follows the procedures set out in this policy; and
- follows the procedures outlined in the pupil's healthcare/action plan, and/or written permission from the parent.

## **7. Communication with parents**

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Pupils are encouraged to discuss their visits to the Medical Room with their parents. A record will be kept of all visits to the Medical Room. The School will not routinely contact parents when a pupil attends the Medical Room due to the minor nature of most visits. Parents will be contacted by telephone if the School has any immediate concerns.

Parents will be informed, in writing, should non-prescribed medication be administered to their child during the School day. This will be given to the pupil (Form M7).

Parents can update medical information using the SIMS Parent App. An annual reminder, seeking a review of medical information, will be sent at the start of each academic year via email.

Parents must provide prescribed medication at the start each academic year. This must be accompanied by the appropriate consent form (M6) which will be provided by the School Health Nurse. Additional consent forms are available on the School website. If medication is not returned, the School will assume that the pupil no longer requires the medication to be administered or stored in School.

## **8. School Health Service**

The School Health Service is responsible for providing a range of services to schools relating to:

- Health screening of pupils.
- Immunisation programmes.
- Providing advice to staff on pupil health matters.
- Providing training to staff to assist in dealing with medical needs.
- Providing medical advice to pupils with medical needs.
- Providing health promotion advice and/or activities.

## **9. Administration of Medication and Medical Treatment**

The School encourages parents to store and administer medication at home wherever possible.

If a pupil is taking regular medication which needs to be administered during the School day, then parents may request that a supply is kept by the School for that purpose. The School can provide this service for pupils who:

- Require medication at regular intervals during School hours.
- Need to keep a small supply of their medication in case they forget to take it at home and omission would have an impact on their health.
- Require prescribed medication from time to time, for instance for migraine relief.

Prescription and non-prescribed medication will only be administered by the SHN if specific prior written consent from a parent has been provided (Form M2 and/or M6).

Consent should be reviewed annually by the parent at the beginning of each academic year if the treatment is to continue. Once granted, the School will assume that consent is to continue unless otherwise informed by the parent. As such, they must notify the School, in writing should they wish to withdraw their consent for the administration of medication and/or first aid.

First Aiders providing medical cover should only administer non-prescribed medication to pupils with whom parental consent has been provided. Parents should be notified in writing if consented medication has been administered.

Medication being provided to the School by the parents should:

- Be in its original container.

- Include a printed pharmacy label stating the pupil's name, name of medication, dosage, and frequency of administration. Instructions on the pharmacy label should match the instructions given by the parent on the consent form (M6).
- Identify when the medication is to be taken.
- Note any storage requirements (if important).
- Be within its expiry date. It is the parent's responsibility to take note of expiry dates of medication and replace as necessary.
- If the SHN is not satisfied that enough information has been provided, then medication will not be administered.

Medication which has been provided by parents cannot be administered on a regular basis if it is incorrectly presented to the School. However, a verbal check can be made with a parent if it is important to the pupil's health and well-being that they receive the medication on the day it is presented.

If there is a change to prescribed medication, a new supply will need to be issued. The parents may take the original supply of medication to the pharmacy for the re-labelling of any new dosage.

The School will not make changes to dosages based on parental instruction. A prescription, doctor's written instruction or a new pharmacy label should be provided when any amendment to medication is required. Form M6 should also be reviewed.

~~If medication is not returned, the School will assume that the pupil no longer requires the medication to be administered or stored in School.~~

In the case of minor injuries or conditions, the SHN or First Aiders will administer appropriate first aid in line with current guidelines. If any injury or condition requires further treatment, parents will be informed and in the case of an emergency an ambulance or paramedic assistance will be sought.

#### Self-Administration

If pupils can take their prescribed medication themselves, staff may only need to supervise. An example would be inhalers for pupils with asthma or pupils with diabetes who need to inject insulin during the School day. Appropriate facilities should be provided to allow the pupil to do this.

Pupils must not share or take someone else's medication.

Medication not taken correctly may result in emergency procedures being implemented depending on the professional judgement of staff.

### Refusing Medication

If a pupil refuses to take their medication, staff will not force them to do so. This will be recorded and the parent will be informed of the refusal, as a matter of urgency. If a refusal to take medication results in an emergency, the School's emergency procedures will be followed. Staff will ensure that the pupil's parent is contacted in this instance.

## **10. Healthcare/Action Plans**

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Healthcare/action plans help the School to effectively support pupils with significant medical conditions in accessing the curriculum and wider School life. If a healthcare/action plan is required for the management of a pupil's long-term medical condition, it will be drawn up with the involvement of the parents, the School Health Team, the SHN and, if applicable, other health professionals and/or the pupil. A healthcare/action plan will record important information relating to a pupil's medical needs, e.g. their triggers, signs, symptoms, medication and other treatments. A copy of the healthcare/action plan will be stored on the pupil's individual SIMS record (under Linked Documents). Healthcare/action plans will be kept in the Medical Room and if they require it, with the pupil's emergency medication.

Parents should ensure that their child's healthcare/action plan is regularly updated should their child have a medical emergency or if there are changes to their symptoms, or their medication and treatment change. Every pupil with a healthcare/action plan will have their plan reviewed annually by the School Health Service.

## **11. Emergency Procedures**

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The SHN or a First Aider will administer medication in an emergency. In the absence of the SHN or a First Aider, staff are expected to always use their best endeavours in an emergency. They are expected to take all reasonable steps within their own competencies and experiences to assist the pupil and obtain appropriate help. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Where a pupil with a known medical condition, and who has a healthcare/action plan experiences a medical emergency, staff are expected to follow the advice given in the plan.

When medication has been administered, emergency services should be called and parents informed. Should the pupil need to be transported to hospital, a member of staff will accompany them, remaining with them until the parent arrives. A record of all incidents will be kept.

## **12. Record Keeping**

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Information regarding a pupil's medical needs and consent for the administration of medication must be provided by the parents upon their child's admission to the School (Forms M1, M2 and (where required) M6). This information will be summarised by the SHN and recorded on an electronic medical log which is located in an area on the School's server accessible only by staff. Pupil records, held on the School Information Management System (SIMS) will be updated upon receipt of this information. Original copies of a pupil's medical needs and consent for the administration of medication should be stored in the pupil's file.

Where a pupil attends the Medical Room, the reason for attendance, and any treatment or advice given, will be recorded. If medication is administered, relevant information will be recorded including the date, time, dosage of medication administered and reason for administration. In addition, staff who administer medication will send a copy of this information home with the pupil (Form M7).

The SHN will record any administration of a prescribed medication to a pupil during the School day. When such prescribed medication are provided to School by those with parental responsibility, the amount will be recorded. Should these drugs be administered in School, the date, time, dosage, and remaining number of tablets, will be recorded on the medication administration log and signed by both the member of staff administering and the pupil. Prescribed medication will be locked in a cupboard.

A pictorial anaphylaxis poster, detailing pupils who carry EpiPens<sup>®</sup>/Jext<sup>®</sup> is shared with all staff.

Health care plans, medical forms and other records should be kept up to date. All paper-based records are stored in the Medical Room in a locked filing cabinet. An electronic version is also uploaded to the School Information Management System (SIMS). Records are retained per the School's retention schedule.

The School will seek permission from a parent before sharing any medical information with any other party. If a pupil studies a subject at AS or A2 level through collaboration, the School will seek permission from a parent before sharing any medical information with the host school (Form M8).

## **13. Management of Medicines in the Medical Room**

### Storage of Medication

Medication will be stored safely in a locked cupboard or fridge in the Medical Room. The SHN will be responsible for the keys. Some medication, including spare inhalers for

asthma and EpiPens®/ Jext®, should not be locked away. Medication should be stored in accordance with product instructions and in a secure and clearly labelled container as originally dispensed. Where a pupil needs two or more prescribed medicines, each should be stored in a separate container. Medication will be checked termly, and School stock will be disposed of, if expired. Pupil's own medication will be kept separate from the School stock.

#### Disposal of Medication

Medication which is in use and in date should be collected by the parent at the end of each academic year. Parents are responsible for the disposal of date expired medication. Date expired medication, or those no longer required for treatment, should be returned to the parent immediately for transfer to a pharmacist for safe disposal. Any medication which is not collected by the last day of the academic year will be disposed of at a pharmacy by the SHN.

Sharp boxes should always be used for the disposal of needles. Collection and disposal of the boxes should be arranged by the SHN with the local pharmacy.

#### Management of Adrenaline Auto-Injectors (AAIs)

Any pupil who has a diagnosis of anaphylaxis and has been prescribed an AAI must always carry two AAIs on their person. Parents should also provide two AAIs to be stored in School. The School holds an emergency anaphylaxis box which is stored in the Medical Room. The box contains two AAIs (under guidance from the Department of Health<sup>2</sup>), a Salbutamol inhaler and an allergy register to identify pupils who have permission to use the AAI.

<sup>2</sup>This section is implemented in line with DE Guidance for the use of emergency Salbutamol inhalers in schools (2015) and DE Corrected AAI Guidance (Oct 2018).

In the event of a pupil having an anaphylactic reaction, their own prescribed AAI should be used. If the pupil's own prescribed AAIs cannot be located or administered correctly, one of the School's emergency AAIs should be used. Medical consent is given through a pupil having a signed allergy plan.

The SHN will make a register of pupils who have been prescribed AAIs. This information will be shared with staff and noted on the pupil's SIMS record.

The SHN will keep a record of any AAIs used and inform parents that their child has been administered an AAIs.

The SHN should check AAI packs monthly and make a record of these checks. Out-of-date and used AAIs should be disposed of at a pharmacy (used AAIs may be taken by paramedics).

### Management of Asthma

Parents whose child has a diagnosis of asthma should complete an asthma card (Form M4) and submit a copy to the SHN at the start of the academic year. Parents should inform the School in writing should there be any changes in their child's medical condition.

As permitted under Department of Education (DE) guidance<sup>2</sup>, an emergency inhaler will be kept in School. This is to be used only in case of emergencies. This does not replace the need for pupils to carry their own prescribed inhaler. The emergency inhaler should only be used when a pupil is showing signs of an asthma attack, and their own inhaler cannot be accessed or administered. The emergency inhaler should only be used for a pupil who has asthma and who has written parental consent for the use of the emergency inhaler (Form M3). An asthma register will be available with the emergency inhaler. This will contain a list of pupils who have been diagnosed with asthma and who have parental consent for the emergency inhaler.

2 Guidance for the use of emergency salbutamol inhalers in schools; addendum to supporting pupils with medication needs (2015).

## **14. Concussion**

Concussion is a brain injury which is usually caused by hitting the head or a fall. It can happen at any time, anywhere; for example during sports, in the School playground, or at home.

Concussion must always be taken seriously. It is vitally important that any child suspected of having concussion should immediately be stopped from continuing whatever activity they are doing and be assessed by an appropriate healthcare professional within 24 hours.

A second injury, when a child has concussion, can be extremely serious and may even be fatal. It is vitally important therefore that medical clearance is sought before a child returns to School or sport. Children should not resume physical activities such as physical education, sports or games until permitted to do so by a medical professional.

Concussion may also affect a child's ability to learn at School for a period of time. As symptoms vary from child to child, a graduated return to School may be needed. If a child suffers a concussion, it is vitally important that the parent informs the School so that they are aware of the potential dangers and any restrictions that may apply to the activities the child is permitted to do.

The 'If In Doubt, Sit Them Out' guidelines, produced by the UK Government and the Sport and Recreation Alliance (supported by The Department for Communities and Sport Northern Ireland) is available on the Department of Education's website [www.education-ni.gov.uk](http://www.education-ni.gov.uk) and provides guidance on the signs to look out for. Keeping everyone informed

about concussion is in the child's best interests. Parents/carers have a key role in making sure that information is passed on to their child's teacher or sports coach.

<https://sportandrecreation.org.uk/files/uk-concussion-guidelines-for-grassroots-non-elite-sport---november-2024-update-061124084139.pdf>

## **15. Educational Visits**

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Strathearn School aims to encourage pupils with medical needs to participate in educational visits, wherever safety permits. However, there may be occasions when it may not be possible to include a pupil on an educational visit if appropriate supervision cannot be guaranteed. Staff supervising educational visits should be aware of any medical needs, and relevant emergency procedures.

A copy of any Individual Healthcare/Action Plan must be taken on educational visits in the event of information being needed in an emergency. For educational visits and placements, relevant medical information is shared with providers on a need-to-know basis under GDPR lawful bases (public task/vital interests), with parental/pupil notification recorded.

## **16. Emergency Defibrillators (AEDs)**

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The School has three emergency defibrillators which are located at Reception, outside the PE office and on the external wall at the PE changing rooms, next to the tennis courts. The external AED is linked to NI Ambulance Service (The Circuit) as there is restricted access for public use. Several members of staff are trained to use AEDs.

## **17. Staff Awareness and Training**

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Staff should be aware of the most common serious medical conditions and understand their duty of care to pupils in the event of an emergency. In an emergency situation, staff are required to act like any reasonably prudent parent. This may include administering medication. However, medication should be administered by the SHN, where possible. Healthcare/action plans will be used to inform appropriate staff (including substitute teachers and support staff) of pupils in their care who may need medical assistance.

Training is provided for all staff members who agree to administer medication to pupils, where specific training is needed.

## **18. Confidentiality**

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Strathearn School processes pupils' medical information under the UK GDPR and Data Protection Act 2018. Our primary lawful bases are public task (providing education and pupil welfare) and, where necessary to protect life, vital interests. For special category health data, we rely on substantial public interest/health care conditions.

Medical information will be shared with staff and external partners only on a need-to-know basis. For safeguarding or medical emergencies, information may be shared without consent where lawful and necessary, with a record kept of the decision.

Medical information will be treated sensitively by the Principal and staff. Each pupil will be treated as an individual. Parents will be consulted about with whom specific medical information can be shared. All staff will be informed of the pupils who have a diagnosis of diabetes, anaphylaxis, asthma and/or epilepsy as these pupils are more likely to require an emergency medical response.

Consideration should be given to whether pupils in a form class should be informed about a particular pupil's condition. It can be helpful both educationally and emotionally for members of the form class to be aware of a pupil's needs. This will only be disclosed with the consent of the parent and, if appropriate, the pupil. If consent is given, the information will be handled as sensitively as possible.

Pupils and parents have rights of access to education records and personal data. Retention of medical records follows the School's Data Retention Schedule.

## **19. Concern or Complaint Relating to this Policy**

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If a parent has a concern or complaint about the administration of this policy, they should contact the Vice Principal (Pastoral) in the first instance. If necessary, the School's complaints procedure can be accessed and followed. This can be found on the School's website. If the parent remains dissatisfied with the School's response following the completion of the internal complaint's procedure, a complaint can be brought to the Northern Ireland Public Services Ombudsman within six months.

## **20. Related Policies**

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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

- Complaints policy
- Drugs policy
- Educational Visits policy
- Positive Behaviour policy
- Privacy Notices for Staff, and Parents and Pupils
- Safeguarding and Child Protection policy
- Special Educational Needs policy
- Work Experience policy

## **21. Monitoring and Evaluating**

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The Medical Needs policy will be monitored and evaluated every three years.

# Appendices

Appendix 1	Form M1	Medical Information Form
Appendix 2	Form M2	Medication Consent Form
Appendix 3	Form M3	Emergency Salbutamol Inhaler Consent Form
Appendix 4	Form M4	School Asthma Card
Appendix 5	Form M5	Action plan for pupils with chronic or critical conditions that do not require a hospital healthcare plan
Appendix 6	Form M6	Consent form to administer long term prescribed or emergency medication not consented for in Form M2
Appendix 7	Form M7	Advice regarding medication given to a pupil in School
Appendix 8	Form M8	Letter and consent form for the sharing of medical information to schools where a Strathearn pupil attends for AS/A2 collaboration subjects.



Strathearn School  
 188 Belmont Road  
 Belfast  
 BT4 2AU

# Form M1

## MEDICAL INFORMATION FORM

To be completed upon admission to the School.

### PUPIL DETAILS

Legal Forename:			
Legal Surname:			
Preferred Forename:			
Preferred Surname:			
Date of Birth:	/	/	
Street Address:			
Town/City:		Postcode:	

### PUPIL'S MEDICAL DETAILS

Does your daughter suffer from any of the following? (tick all that apply)

Asthma	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	Epilepsy	<input type="checkbox"/>	Allergies	<input type="checkbox"/>
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*If you have ticked any of the above, please provide details including medication required:*

For parents of pupils who suffer from **asthma**:

- ✓ We would prefer that the School is provided with an extra inhaler as backup
- ✓ An additional consent form for the administration of an emergency Salbutamol inhaler needs to be completed (**Form M3**).

PUPIL'S MEDICAL DETAILS			
Does your daughter have any other medical conditions we should be aware of, for example, migraines, eczema?	Yes		No
<i>If yes, please provide details;</i>			

Parental signature:	
Date:	

*Thank you for your co-operation.*

Please complete and return in a sealed envelope to the School Secretary during the Induction Afternoon.



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# Form M2

## MEDICATION CONSENT FORM

To be completed upon admission to the School.

### PUPIL DETAILS

Legal Forename:	
Legal Surname:	
Preferred Forename:	
Preferred Surname:	
Date of Birth:	/ /

I consent to my child receiving the following medication/treatment if thought appropriate by the School Health Nurse or designated First Aider. (Please tick appropriate box).				
The provision of Paracetamol	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
The provision of Ibuprofen	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
The provision of Cetirizine Hydrochloride (for hay fever and allergy relief)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
The provision of Anthisan Cream (for relief of insect bites/stings)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
The provision of Hypoallergenic plasters	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

*I undertake to notify the School, in writing, should I decide to withdraw my consent.*

Parental signature:	
Date:	

Please complete and return in a sealed envelope to the School Secretary during the Induction Afternoon.



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# Form M3

## EMERGENCY SALBUTAMOL INHALER CONSENT FORM

Only complete this form if your child has been diagnosed with asthma/has been prescribed an inhaler. Parents should also complete the Asthma Card (**Form M4**)

1. I can confirm that my child has been diagnosed with asthma/ has no diagnosis of asthma but has been prescribed an inhaler [delete as appropriate].
2. My child has a working, in-date inhaler that is clearly labelled with their name. They will bring this to School every day and the School will hold a spare inhaler prescribed for my child.
3. In the event of my child displaying symptoms of asthma, and if her inhaler and spare inhaler are not available or are unusable, I consent to my child to receive Salbutamol from an emergency inhaler held by the School for such emergencies.

Pupil's name:	
Name of Parent:	
Signature of Parent:	
Date:	

Please complete and return in a sealed envelope to the School Secretary during the Induction Afternoon.

# School Asthma Card

**To be filled in by the parent/carer**

Child's name

Date of birth

Address

Parent / carer's name

Telephone - home

Telephone - mobile

Email

Doctor/nurse's name

Doctor/nurse's telephone

This card is for your child's school. **Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes during the year.** Medicines and spacers should be clearly labelled with your child's name and kept in agreement with the school's policy.

**Reliever treatment when needed**

For shortness of breath, sudden tightness in the chest, wheeze or cough, help or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

Medicine	Parent/carer's signature
<input type="text"/>	<input type="text"/>

If the school holds a central reliever inhaler and spacer for use in emergencies, I give permission for my child to use this.

Parent/carer's signature  Date

**Expiry dates of medicines**

Medicine	Expiry	Date checked	Parent/carer's signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Parent/carer's signature  Date

**ASTHMA QUESTIONS?**  
 Ask our respiratory nurse specialists  
 Call **0300 222 5800**  
 WhatsApp **07378 606 728**  
 (Monday-Friday, 9am-5pm)  
 AsthmaAndLung.org.uk

**What signs can indicate that your child is having an asthma attack?**

**Does your child tell you when they need medicine?**

Yes  No

**Does your child need help taking their asthma medicines?**

Yes  No

**What are your child's triggers (things that make their asthma worse)?**

Pollen  Stress   
 Exercise  Weather   
 Cold/flu  Air pollution

**If other please list**

**Does your child need to take any other asthma medicines while in the school's care?**

Yes  No

**If yes please describe**

Medicine	How much and when taken
<input type="text"/>	<input type="text"/>

**Dates card checked**

Date	Name	Job title	Signature / Stamp
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To be completed by the GP practice

**Actions to take if a child is having an asthma attack**

1. Help them to sit up – don't let them lie down. Try to keep them calm.
2. Help them take one puff of their reliever inhaler (with their spacer, if they have it) every 30 to 60 seconds, up to a total of 10 puffs.
3. If they don't have their reliever inhaler, or it's not helping, or if you are worried at any time, **call 999 for an ambulance.**
4. If the ambulance has not arrived after 10 minutes and their symptoms are not improving, repeat step 2.
5. If their symptoms are no better after repeating step 2, and the ambulance has still not arrived, **contact 999 again immediately.**

**Form M4**  
 Only complete this form if this has been provided to your child by the School Health Nurse.



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# Form M5

## ACTION PLAN FOR PUPILS WITH CHRONIC OR CRITICAL CONDITIONS THAT DO NOT REQUIRE A HOSPITAL HEALTHCARE PLAN

Only complete this form if this has been provided to your child by the School Health Nurse.

PUPIL DETAILS			
Name of pupil:			
Date of Birth:	/	/	Form class: <input type="text"/>
Medical diagnosis:			
EMERGENCY CONTACT INFORMATION			
<b>Contact 1</b>			
Name:			
Relationship to pupil:			
Mobile number:			
Home number:			
Work number:			
<b>Contact 2</b>			
Name:			
Relationship to pupil:			
Mobile number:			
Home number:			
Work number:			
GP CONTACT INFORMATION			
Name of GP:			
Medical Practice:			
Address of Practice:			
Telephone number:			

MEDICAL CONDITION	
Describe your child's medical condition and provide details of their symptoms:	
Describe what constitutes an emergency for your child and identify the action to take if an emergency occurs:	

*I agree that the medical information contained in this form may be shared with individuals involved with the care and education of my child.*

Parental signature:	
Date:	



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# Form M6

## CONSENT FORM TO ADMINISTER LONG TERM PRESCRIBED OR EMERGENCY MEDICATION NOT CONSENTED FOR IN FORM M2

Only complete this form if this has been provided to your child by the School Health Nurse.

PUPIL DETAILS			
Pupil Forename:			
Pupil Surname:			
Date of Birth:	/	/	Form class: <input type="text"/>
Street Address:			
Town/City:	<input type="text"/>	Postcode:	<input type="text"/>
Medical condition or illness:	<input type="text"/>		
MEDICATION			
<i>Parents must ensure that medication is in date, correctly labelled with the pupil's name and full administration instructions are provided. The parent will also ensure that medication is replaced as required.</i>			
Name of medication as described on the container:	<input type="text"/>		
Expiry date:	<input type="text"/>		
Full directions for use			
Dosage:	<input type="text"/>		
Method of administration:	<input type="text"/>		
Timing of administration:	<input type="text"/>		

Special precautions:				
Side effects the School need to be aware of:				
Self-administration (delete as appropriate):	Yes		No	
Procedures to take in an emergency:				

CONTACT DETAILS			
Name:			
Relationship to pupil:			
Mobile number:			
Home number:			
Work number:			
Street address:			
Town/City:		Postcode:	

*I understand that I must deliver the medicine personally to the School 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, to medication, in writing. I understand that I should collect any unused medication at the end of the School year. Any medication not collected will be taken to a pharmacy and disposed of.*

Parental signature:	
Date:	



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# Form M7

## ADVICE REGARDING MEDICATION GIVEN TO A PUPIL

The named pupil has received this medication today

Name of pupil:		Form class:	
Medication received:			
Dosage/Quantity:			
Date :		Time received:	



## Form M8

### SIXTH FORM PUPILS ATTENDING A PARTNER SCHOOL FOR COLLABORATION

I give permission for my daughter to study a subject through collaboration for the academic year 202\_/2\_ and I consent to Strathearn School sharing information relevant to my daughter's education with the partner school(s) as outlined in the attached letter.

Name of pupil \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/Guardian) Date: \_\_\_\_\_

I give permission for \_\_\_\_\_ to travel to her host school by taxi/school transportation

Signed: \_\_\_\_\_ (Parent/Guardian) Date: \_\_\_\_\_



Letter provided  
with Form M8

[Date]

Dear Parent/Guardian

As you are aware your daughter has opted for one of our collaborative courses hosted by our neighbouring schools: Ashfield Boys' High School, Bloomfield Collegiate or Campbell College.

Studying a subject through collaboration will regularly necessitate your daughter travelling by taxi between the school sites (though we make use of school transportation where we can). Strathearn use the reputable company of Value Cabs for this purpose and we ensure that they have the necessary insurance details to transport our pupils. **Some taxi drivers may request that pupils wear a face covering whilst travelling in their taxi. Girls should supply their own face covering, but a disposable supply is available at reception in emergencies.**

So that your daughter's teachers in the partner school are able to offer her the best possible support in her studies, we need to share with them some of your daughter's personal information.

The information shared will be as follows:

- GCSE /AS level results
- Copies of her most recent school reports
- Any relevant emergency medical information
- Details of special educational needs where applicable

All of this is information available to her teachers here in Strathearn.

I would be grateful if you would return the enclosed permission slips. If you have any queries, please do not hesitate to contact me.

Yours faithfully

A Anderson  
Vice Principal