

ADMINISTERING MEDICINE & FIRST AID POLICY 2025

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ST CIARAN'S COLLEGE

Including Everyone, Inspiring all to Succeed



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INTRODUCTION & STATEMENT

At St. Ciaran's College there are pupils who may need to take medication during school hours for long- or short-term medical needs, or in emergency situations.

The most common ailments suffered by pupils are asthma, epilepsy and diabetes.

Anaphylaxis and extreme allergic reactions to certain foods, such as nuts, fish and dairy products, is on the increase. Staff are therefore being increasingly called to administer medication to pupils.

RESPONSIBILITY FOR ADMINISTERING MEDICATION

The prime responsibility for a pupil's health rests with the parent/guardian, however, to enable pupils requiring medication to participate as fully as possible in school activities, staff will agree to assist a child with medical needs. However,

- A pupil is forbidden to carry their own medication during the school day.
- All medications will be stored in front office.
- The pupil must be supervised when medicine is administered and if appropriate, the pupil will be supported and encouraged to self-administer.
- Parent/guardian will be notified in writing when medicine was taken (homework diary).
- The medicine administered to the pupil must be recorded in school planner.

Short Term Medication

There are times when pupils request painkillers at school including aspirin and paracetamol. Staff will **not give non-prescribed** medication without prior written approval from the parent/ guardian as staff may not be aware of any previous dose taken or whether the medication will react with other medication. **Request by parent for school to administer will be completed in this situation.**

A member of staff will **supervise** the taking of the medication and notify the parent in writing on the day the painkillers are taken – school diary. A record of medication administered will also be completed.

If a pupil suffers from acute pain regularly, e.g. migraine, the parents should authorise and supply the appropriate painkillers.

No pupil under 16 should be given medicine without the parent/guardian's written consent.

Prescribed Medication – long term medical needs

Some pupils may have medical conditions which will require regular administration of medication to maintain their access to education. These pupils are regarded as having medical needs. Most children with medical needs can attend school regularly and with support from the school can take part in most normal school activities.

In some cases, pupils with medical needs may be more at risk than their classmates. As a result, a pupil's Health Care Plan will be completed which will help to safeguard their health and safety and will also identify the individual procedures in place for the pupil. **(Pupil's Care Plan)**

If a child refuses to take medication, staff will not force them to do so, but will contact their parents.

Pupil's Care Health Plan

When a parent requests medication to be administered to a pupil at school, the Teacher in Charge will discuss the pupil's condition with the parent and implications of the pupil's medical condition with the appropriate staff. If necessary, a Health Care plan will be drawn up including the following information:

- A written request together with a statement of the pupil's condition and requirements
- The procedures in place to meet the pupil's requirements **(School's Agreement to Administer Medication);**
- The appropriate training provided from medically qualified persons, i.e. Pupil's GP, Specialised Nurse, School Clinical Medical Officer – the staff training record.
- The member of staff who will be present when administering medication.
- The procedures in place in the event of an emergency.

Emergency Procedures

In the event of an emergency:

The following members of staff are qualified first-aiders who may be contacted:

- Mrs T Gallagher – Teacher in Charge of first aid arrangements
- Mrs Mary Mc Cann– CADA
- Mrs A Mc Caughey – Technology
- Miss A Daly – Geography
- Miss A Kilpatrick – Maths
- Mrs T. Mc Geary – front office
- Mrs C Lafferty – front office

This list will displayed in the Staff room and Front Office

Dial 999/101 in the event of an emergency

Storage of Medication

Some medicines may be harmful to anyone for whom they are not prescribed. As St. Ciaran's staff agree to administer this type of medicine, they have a duty to ensure that the risks to the health of others are properly controlled.

The Teacher in Charge will ensure that:

- The medicine container must be labelled with the name of the pupil, dose and frequency of administration and the expiry date;
- Where a pupil requires two or more medicines, these must be kept in their original container and never transferred to another container;
- The relevant staff and the pupil know where the medicines are stored (front office)
- A record is kept of all medication administered (individual care plans when/where necessary)
- A regular check is made to ensure that a medicine is not out of date, e.g. epi-pen.

School Trips

Sometimes St. Ciaran's College may need to take additional safety measures for outside visits. Arrangements for taking any necessary medication will also need to be taken into consideration. Staff supervising excursions should always be aware of any medical need and relevant emergency procedure. A copy of A Health Care Plan may be taken on visits in the event of the information being needed in an emergency.

FIRST AID POLICY

The Health and Safety (First-Aid) Regulations (NI) require that adequate and appropriate equipment, facilities and personnel are provided at St. Ciaran's High School to enable first-aid to be given to pupils who are injured or become ill at school

What is first aid at work?

Pupils can suffer injuries or fall ill at school and may therefore receive immediate attention requiring an ambulance in serious cases. First-aid covers the arrangements qualified staff make to ensure that this happens. It can save lives and prevent minor injuries becoming major ones.

Qualified First-Aiders

The following members of staff are qualified first-aiders and have undergone an approved training course in administering first-aid at work and currently hold a First-Aid at Work Certificate:

- Mrs T Gallagher – Teacher in Charge of first aid arrangements
- Mrs Mary Mc Cann– CADA
- Mrs A Mc Caughey – Technology
- Miss A Daly – Geography
- Miss A Kilpatrick – Maths
- Mrs T. Mc Geary – front office
- Mrs C Lafferty – front office

Procedures for attending to sick and injured children

In the event of a student feeling unwell or sustaining an injury during the school day, he/she should be sent to the front office or to, the nearest first-aider.

Once relevant details have been recorded, the pupil will return to class. (This is to avoid pupils sitting in the front foyer). If the child is unable to remain in school, contact will be made with parent/guardian to make appropriate arrangements for the child. (Under no circumstances are pupils allowed to make their own arrangements by using a mobile device). In the event of the pupil being sent back to class, the classroom teacher should monitor the pupil.

If the child is seriously ill or injured, they will be supervised in the first aid room until arrangements are made for the child to be collected or taken to the nearest ED.

Before the child leaves the school the parent/guardian must sign the pupil out', thus removing the child from school care.

In the event of school authority being unable to contact a parent/guardian, the sick pupil can be comfortably accommodated in the School Medical Room. The pupil must be always supervised by a member of staff: on no account can a sick pupil be left unattended.

Should a pupil's health give any cause for concern as the result of an accident or sudden illness, professional help should be sought immediately from the Local Medical Centre, or in extreme cases the emergency services. (Names of local GP's and emergency planning procedures are located in front office)

At no time can a member of teaching or non-teaching staff, administer medication to a pupil unless they have written consent from parent/guardian.

At the beginning of each academic year, parents are requested to complete a medical form (medical capture form) informing the school authority of their child's medical conditions and any special arrangement that needs to be in place to meet their needs. A register of such pupils is regularly updated and available for staff reference at the front office and online. In severe cases the subject teachers of a particular child should be informed of the child's condition and made aware of the correct procedure to follow in the event of the child becoming ill.

In the event of a pupil having an accident, all details should be recorded by the classroom teacher or teacher on duty as appropriate, in the 'School Accident Book', clearly stating the exact nature of the accident and the care procedure that was followed. A SELB form must also be completed and forwarded within 24 hours of the incident. The principal should always be informed of serious accidents immediately.

School accident book is located at reception

Minimum First Aid Provision

There are approximately 3 suitably stocked first-aid boxes in St. Ciaran's. The first-aid box should contain:

- Wrapped sterile adhesive dressings
- Two sterile eye pads
- Triangular bandages
- Safety pins
- Wrapped unmedicated wound dressings and
- Large sterile wrapped unmedicated wound dressings.

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline in sealed disposable containers must be provided. Tablets or medicines should not be kept in the first aid box.

Travelling First Aid Containers

The recommended minimum contents of travelling first-aid containers is:

- A leaflet giving general advice on first-aid.
- Individually wrapped sterile adhesive dressings
- One large sterile unmedicated wound dressing
- Two triangular bandages
- Two safety pins
- Individually wrapped cleansing wipes and
- One pair of disposable gloves.