

BLOOMFIELD COLLEGIATE SCHOOL

Policy and Procedures for:

- management of Medication in School;
and
- support of Pupils with Medical Needs.



Approved by the Board of Governors 24 November 2016

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Please note, throughout this policy, the term ‘parent’ is used to refer to those holding parental responsibility for the pupil.

SECTION 1: GENERAL INFORMATION

1.1 INTRODUCTION

This policy is one of a number of inter-related policies which are concerned with pupil welfare including, for example, the Child Protection and Safeguarding Policy and the Special Educational Needs Policy (with associated Accessibility Plan).

This policy draws upon existing guidance, along with a Risk Assessment of First Aid and Management of Medication within Bloomfield Collegiate School.

1.2 RATIONALE

Bloomfield Collegiate School recognises that not only does it have statutory responsibilities in relation to pupils' learning, but it also carries pastoral responsibility towards all pupils in its care. The School accepts that all pupils in its charge have a fundamental right to be protected from harm, and the School will seek to do whatever is reasonable to safeguard and promote the safety and well-being of its pupils.

Bloomfield Collegiate School is committed to inclusion, as set out in the Special Educational Needs and Disability (NI) Order, 2005. The school will take all reasonable steps to assist pupils with long-term or complex needs, as well as those with short-term needs.

1.3 RELEVANT PERSONNEL

The Chairperson of the Board of Governors.

The Principal, is responsible for overseeing the general welfare of pupils within the School. The Senior Vice-Principal, Vice-Principal} and other members of Senior Management support this work. Each member of staff has a pastoral responsibility towards children and young people in their charge.

In addition to the school First-Aid Co-ordinator, a number of staff members possess first-aid qualifications.

The Special Educational Needs Co-ordinator and members of The Learning Support Team assist pupils with Additional Educational Needs.

The names of the relevant personnel are listed in the Pastoral Policy.

Each year group is allocated a Head of Year, and each Form Class is allocated a Form Teacher. In addition, selected members of Year 14 are appointed to the position of Mentors, two of whom are allocated to each Form Class in Years 8 and 9. Mentors work closely with the Form Teacher to support junior pupils. Each of these pupils receives training for the task.

The School Council provides pupils with an opportunity to have their voice heard.

Bloomfield Collegiate School operates a counselling service about which parents receive information when their daughter/ward joins the School. If parental permission has been given, pupils may self-refer by filling in a form

and placing it in the relevant box at Reception. Once competence has been attained, pupils may self-refer, even in the absence of parental permission.

1.4 DISSEMINATION OF THE POLICY

This Policy is available to the school community through the School's website. Copies are available from the School Office.

1.5 AIMS

Our school aim is 'Excellence in a Caring Community'; we pride ourselves on being a community in which each individual is recognised and valued. We strive for a friendly atmosphere within a culture of strong pastoral care, a climate of concern, care and trust, and a positive working environment.

We welcome each of our pupils positively, including those with particular medical needs. We seek to work co-operatively with pupils, parents, health professionals and other agencies in order to provide a suitably supportive environment for those with medical needs. Thus, we seek to promote the smooth integration of pupils with medical needs into the life of the school so that they may maintain regular attendance and achieve their potential.

1.6 THE ROLES AND RESPONSIBILITIES OF STAFF

Although there is no legal duty that requires school staff to administer medicines, a number are happy to assist with First Aid and some support staff have this role as part of their job description. In principle, the Principal will accept responsibility for members of the school staff making available or supervising pupils taking prescribed medication during the school day or, in certain circumstances as outlined in this policy, non-prescribed medications such as paracetamol, where those staff members have volunteered to do so and have received appropriate training.

The First Aid Co-ordinator, based in a dedicated Pupil Centre, manages First Aid provision across the school and fulfils a particular role which includes supervision of the self-administration of required medication. A number of members of staff are available to deputise in her absence. In addition, a number of staff members hold First Aid qualifications and a number are trained in Epipen administration. First Aid kits are stored in several locations around the school buildings.

Staff are expected to treat medical information relating to pupils in a sensitive and confidential manner.

1.7 PARENTAL RESPONSIBILITIES IN RESPECT OF A CHILD'S MEDICAL NEEDS

Parents have the prime responsibility for their child's health, and should provide the school with full information about their child's medical needs and details of required medicines. This may include: details of a pupil's condition; dietary requirements; barriers to participation in sporting activities, or precautionary measures which should be taken before or during exercise; potential side effects of medication; what constitutes an emergency and appropriate action to be taken; and any changes to the situation.

On entrance to the school, parents are invited to provide information on any medical conditions relating to their child and consent is sought for administration of First Aid should it be required. It is most important that parents inform the school in writing of any change in contact numbers, medical conditions or required treatment. Mobile phone numbers are especially useful, in case the need to make urgent contact arises.

Where there is concern about whether the school can meet a pupil's medication needs or parents' expectations, advice will be sought from the School health Service; on the basis of this, parents will be advised of the level of support which the school will provide.

Parents should keep their child at home if acutely unwell or infectious, and ensure that she completes missed work as soon as possible.

If medication is stored in school (see section 1.11), parents are responsible to ensure that supplies are renewed when required and that medication is within expiry date.

Parents are responsible to ensure that, if required, their daughter carries an inhaler or Epipens throughout the school day and on school activities.

It is the parent's responsibility to notify the school in writing should a change in prescription/condition occur, or the pupil's need for medication ceases. The school will make changes to dosage only on the instructions of a medical practitioner.

1.8 PUPIL RESPONSIBILITIES

At school, pupils have a responsibility to:

- treat other pupils with and without medical conditions equally;
- treat medication with respect and know how to gain access to their own medication in an emergency;
- tell a member of staff when they are not feeling well;
- seek help from an adult if another pupil is unwell;
- act with due respect for the safety of others; and
- follow school procedures for use of the Pupil Centre.

1.9 THE CIRCUMSTANCES IN WHICH PUPILS MAY TAKE NON-PRESCRIPTION MEDICINES

Non-prescription medicines will not normally be administered. However, a small supply of paracetamol is stored securely in school by the First Aid Co-ordinator. Pupils in need of pain relief may have access to paracetamol, provided that their parent has previously signed a permission slip to this effect. Records will be kept and pupils issued with a slip to be presented to their parents on return home.

If a pupil suffers regularly from frequent or acute pain, parents should refer the matter to the GP.

1.10 RECORD KEEPING

On entrance to the school, parents are invited to provide information on any medical conditions relating to their child. The First Aid Co-ordinator and/or Office Manager have responsibility to maintain records of such information. Such records are considered to be confidential; however, under certain circumstances and with the

agreement of the parents, health-related pupil information will be shared with staff in order to ensure the best care for the pupil.

A record of actions taken in respect of medical or First Aid requirements is kept within the Pupil Centre.

1.11 SAFE STORAGE OF MEDICINES WITHIN SCHOOL

Medicines should only be stored in school for use during the school day when it is essential to do so, that is, where it would be detrimental to a child's health if the medicine were not taken during the school day. As such situations are rare, it is helpful, if clinically appropriate, that such medicines are prescribed in dose frequencies which enable them to be taken outside of school hours.

If it is essential for medication to be taken by a pupil during the school day, it should be brought in by a parent to Reception or to the First Aid Co-ordinator for safe storage (a lockable cupboard to which only certain staff have access). The First Aid Co-ordinator will issue a slip confirming receipt of the medication.

The school will only accept medicines for storage that have been prescribed by a health professional. Only the required dosage for the required time period should be brought into school. Such medication must be in the original container as dispensed by a pharmacist and clearly labelled with contents, the name and date of birth of the pupil and the name of the doctor. Medication must be within expiry date and accompanied by the prescriber's instructions for administration, written parental consent and any further instructions (such as storage requirements), if necessary. Bloomfield Collegiate School will not accept items of medication in unlabelled containers.

The medication will be made available to the pupil by relevant staff to be self-administered under supervision.

If the situation changes, parents should inform the school. If the medication is no longer required, safe disposal of such medicines is the responsibility of the parent.

School staff will not dispose of medicines. Prescribed medicines which are in use and in date should be collected by the parent at the end of the school year. Date expired prescribed medicines or those no longer required should be collected by the parent for transfer to a community pharmacist for safe disposal.

If a pupil suffers from migraine or dysmenorrhoea for which she may require medication during the school day, a small amount of appropriate medication should be provided following the instructions written above.

1.12 POLICY ON PUPILS CARRYING AND TAKING MEDICINES THEMSELVES

Under certain circumstances, such as in the case of an asthmatic pupil or one at risk of severe allergic reaction, pupils are advised to carry required medication with them during the school day and at any school function or activity. Such medications should be treated with respect, and with due regard for the safety of other individuals.

It should be noted that there may be circumstances when it is not appropriate for a pupil to self-manage her medication, and this should be discussed with the school.

1.13 ILLNESS PROCEDURES DURING THE SCHOOL DAY

- **Entrance to the Pupil Centre**

If feeling unwell during class, a pupil should speak initially with her subject teacher. If it appears to be a minor complaint and if the teacher is content with the situation, the pupil will be allowed to rest for a time in class. If the problem persists or becomes more serious, the teacher will refer the pupil to the Pupil Centre. An Illness Slip will be completed by the teacher and given to the pupil to present to the First Aid member of staff.

However, if the teacher is not content with the situation, or if the pupil is known to suffer from a medical condition, First Aid assistance will be sought immediately.

If a pupil feels ill at break, she should report to the teacher on Break Duty. If a pupil feels ill at lunchtime, she should report to the Supervisor in Charge.

If a pupil feels ill at the end of a class, or between classes, she must report to the subject teacher of her next class before being sent to the Pupil Centre.

- **Use of the Pupil Centre**

Pupils may only enter the Pupil Centre with the permission of the First Aid Co-ordinator, a member of the First Aid staff, or a senior member of staff.

If the problem with which the pupil reports to the Pupil Centre is minor, she will be sent back to class.

If considered necessary, the pupil will be allowed to rest in the Pupil Centre, usually for twenty minutes, before being sent back to class. Should a pupil refuse to return to class, a member of pastoral staff will be asked to intervene and parents may be contacted.

If the pupil shows no improvement, parents, or a designated contact will be contacted to make arrangements for the pupil to be collected and taken home. This will be recorded in SIMS.

If a pupil is more seriously ill or injured, parents or a designated contact will be phoned immediately to make arrangements for the pupil to be collected and taken home, or to hospital. If contact with parents or a designated contact cannot be made, a decision will be taken in the best interests of the pupil. This may involve following the school's emergency procedures.

Records of visits made and actions taken are kept by staff working in the Pupil Centre.

- **Collection of pupils**

Pupils must follow the procedures outlined above; they must not contact parents to come and collect them. The Citizenship and Behaviour Policy may be applied should pupils fail to follow this procedure.

Any pupil sent home from the Pupil Centre must be accompanied by a parent, relative or designated contact. When parents arrive in school to collect their daughter, they must report to Reception. A taxi arranged by a parent is not acceptable, unless accompanied by a parent, relative or designated contact.

Pupils in Years 13 and 14, who have driven to school but have subsequently become ill, will not be allowed to drive their cars home.

- **Additional notes**

During the first term of Year 8, pupils should report to their Head of Year before being sent to the Pupil Centre.

If a pupil who has been sent home from the Pupil Centre reports ill again within a few days, parents may be contacted to confirm the nature of the illness.

If a pupil is absent for more than three days, parents should inform the school about the nature of the illness.

On return to school after an absence, pupils are required to bring a written, signed note of explanation from a parent.

Pupils attending appointments during the school day must follow the normal exit procedures.

Pupils are expected to bring their own sanitary protection. Sanitary protection is also available in the pupil toilet blocks and the Pupil Centre.

Pupils who are infringing the uniform regulations in respect of makeup or nail polish may be asked to remove it by their Head of Year. Makeup remover and nail polish remover will be made available.

Plasters are kept in the Pupil Centre for use as required. Pupils who are known to be allergic to plasters should have this recorded on their medical form under the section 'Allergy'.

1.14 EMERGENCY PROCEDURES

In an emergency situation, the school First Aid Co-ordinator, a member of the Senior Management Team or, if neither of these is available, a member of staff, will send for an ambulance. An attempt will be made to contact parents or designated contact person. A member of staff will accompany the pupil to hospital, and remain until a parent arrives.

If a pupil refuses to take required medication, staff will not force her to do so, and parents will be contacted. If such refusal results in an emergency, relevant procedures will be followed.

1.15 EDUCATIONAL VISITS

Staff arranging educational visits will follow the expected procedures of the school.

Pupils with medical needs are encouraged to participate in safely managed visits. Risk Assessments are compiled prior to a visit and the school will consider what reasonable adjustments might be made to enable pupils with medical needs to participate fully and safely. Visits involving overnight stays may require particular attention. However, it should be noted that there may be occasions when, following a risk assessment, it may not be possible to include a pupil on a school trip if that pupil's medical needs cannot be met.

Parents are asked to sign permission forms in advance of a visit. It is the responsibility of the parent to indicate whether or not the pupil for whom they are giving permission has any medical need and, consequently, if medication needs to be available during the trip. This should be done, even if the information has previously

been passed to the school. It is the responsibility of the parent to ensure that the correct medication is carried, and that it is within expiry date.

Staff supervising visits should make themselves aware of any medical needs noted on the permission forms, and required medication or emergency procedures. Staff will check that required medication is being carried by pupils as indicated by the permission forms; however, should a pupil forget to bring required medication, they will not be permitted to participate in the educational visit. A copy of relevant Health Care Plans should be taken in the event of information being needed in an emergency.

If a staff member is concerned about whether they can provide for a pupil's safety, or the safety of other pupils on a visit, they should seek parental views and medical advice from the School Health Service or, if appropriate, the pupil's GP. Parents with concerns are encouraged to contact the school.

N.B. Asthmatic pupils are expected to carry an inhaler, if one has been prescribed. Pupils with prescribed Epipens are expected to carry two at all times; in addition, staff will bring the school-based Epipens on educational visits. At least one member of staff who has been trained to use the Epipen, should accompany the visit. Pupils with diabetes should carry their blood monitoring machine, insulin for self-administration and carbohydrate/sugar based products as directed foods to be used in the event of a hypoglycaemic incident.

1.16 PHYSICAL EDUCATION AND SPORTING ACTIVITIES

Taking part in sports, games and activities, whether during the school day, after-school or off-site, is an important aspect of school life and one which the school encourages. Teachers should acquaint themselves with information relating to the medical needs of their pupils and to the action which should be taken if required. Immediate access to medication, such as inhalers or Epipens, must be permitted.

PE teachers should remind pupils whose asthma is triggered by exercise to take their reliever inhaler before the lesson, and to warm up and down thoroughly before and after the lesson. If a pupil needs to use their inhaler during a lesson, they will be encouraged to do so.

1.17 SCHOOL FUNCTIONS AND ACTIVITIES

Pupils attending school functions or activities are expected to ensure that they bring required medication such as inhalers or Epipens and to keep them with them at all times.

SECTION 2: SPECIFIC CONDITIONS

It is beyond the scope of this policy to detail the ways in which all medical conditions would be handled within school. However, given below are specific points relating to the management of medical conditions that most commonly cause concern in schools.

Parents are welcome to contact the school to discuss concerns about their daughter should, for example, poor attendance, disturbed sleep or impaired concentration be affecting academic progress. Conversely, staff may be well placed to notice changes in pupil wellbeing, and contact with parents may be made as a result. The school will seek to provide any additional support required to enable such a pupil to achieve their potential.

2.1 ASTHMA

The school recognises that asthma is a widespread, potentially serious but controllable condition which affects a significant number of pupils. Pupils with asthma are encouraged to participate in all aspects of school life.

On enrolment, parents are asked to note any medical conditions which their child may have and it is important at that point that parents make the school aware if their child has a diagnosis of asthma. In addition, parents will be asked to provide written permission that the school may make the emergency inhaler available to their child if considered necessary. This information will be stored in the Medical Register. It is important that parents update the school if changes in their child's condition or medication occur during the year.

The school recognises that pupils with asthma need immediate access to reliever inhalers at all times and staff will allow pupils to take their own inhalers as required. It is the responsibility of the pupil to carry an inhaler during the school day, as well as at school-related activities or functions as required. In the event of a pupil suffering an asthma attack whilst on the school premises, a member of the First Aid staff will be called for and the pupil encouraged to take their medication. Appropriate procedures will then be followed.

Named, spare inhalers may be stored in the Pupil Centre, should parents wish it. In addition, the school will store a salbutamol inhaler for use in emergencies. The protocol for the use of this inhaler is as follows:

- The emergency inhaler, a copy of the Medical Register and a record of use of the emergency inhaler will be stored in the Pupil Centre in a locked cabinet. A spare key is kept at Reception, and another with Senior Management.
- The emergency inhaler will only be made available to pupils upon school premises.
- The emergency inhaler will only be made available to pupils who are on the Medical Register and for whom the school holds written parental consent to do so as part of their medication plan.
- If used, the school will make every effort to inform the parent of this event.
- Parents will be expected to provide a replacement inhaler.
- Pupils who fail to bring their inhaler will not be permitted to go on educational visits but will remain in school.
- Staff will undertake training as available.

The school does all it can to ensure that the school environment is favourable to pupils with asthma. The school does not keep furry or feathery animals and complies with the law as regards smoking. If required, the school will investigate ways to enable pupils with asthma to participate in lessons which require use of chemicals which

may be potential triggers to an asthma attack. Pupils for whom asthma may be triggered by exercise should be encouraged to take their reliever inhaler before commencing exercise (whether during a lesson, after-school or off-site activity), and, if appropriate, to warm up and down thoroughly before and after the lesson.

Prior to an educational visit, it is the responsibility of the parent to inform the staff member in charge through use of the permission slip, of their child's condition and required medication to be carried throughout the trip. The parent should ensure that appropriate medication is carried and that it is within expiry date. Should a pupil forget to bring required medication, they will not be permitted to participate in the educational visit.

2.2 DIABETES

Pupils who need to check blood glucose levels and/or administer insulin injections during the school day should normally do so under supervision in the Pupil Centre. Sharps must be disposed of correctly in the sharps box which is stored in the Pupil Centre.

Should a pupil become hyperglycaemic/hypoglycaemic, the action plan for the pupil will be followed. Snacks are stored in the Pupil Centre for use should a hypoglycaemic episode occur; they will be taken under supervision in the Pupil Centre.

If considered necessary, emergency procedures will be followed.

Prior to an educational visit, it is the responsibility of the parent to inform the staff member in charge through use of the permission slip, of their child's condition and required medication to be carried throughout the trip. The parent should ensure that appropriate medication is carried and that it is within expiry date. However, it should be noted that should a pupil forget to bring required medication, they will not be permitted to participate in the educational visit.

2.3 EPILEPSY

If a pupil experiences a seizure during the school day, staff should note the factors which may have acted to trigger the seizure, any 'unusual' feelings noted by the pupil prior to the seizure, parts of the body demonstrating seizure activity, the time and duration of the seizure, and whether the pupil lost consciousness or not. Staff should act to maintain the dignity and privacy of the individual.

The pupil's individual health care plan will be followed. This may include an invitation to rest, parental contact or the following of emergency procedures as considered appropriate and following their action plan.

Prior to an educational visit, it is the responsibility of the parent to inform the staff member in charge through use of the permission slip, of their child's condition and required medication to be carried throughout the trip. The parent should ensure that appropriate medication is carried and that it is within expiry date. Should a pupil forget to bring required medication, they will not be permitted to participate in the educational visit.

2.4 SEVERE ALLERGIC REACTIONS

The school does all it can to ensure that the school environment is favourable to pupils at risk of severe allergic reactions; parents are requested not to permit their child to bring nuts or nut-based products into school; Canteen

staff seek to avoid use of nuts or nut products; the Home Economics Department seeks to inform parents of those at risk about the nature of activities undertaken.

A number of staff members are trained in administration of an Epipen.

Parents are asked to ensure that Piriton, Epipens etc. are provided according to the individual requirements of their daughter, and that they are within expiry date. Such items are stored in the School Office, accompanied by an Action Plan provided by the School Health Team.

Parents are asked to ensure that their daughter carries her Epipens with her during the school day, and at school-related functions or activities.

Prior to an educational visit, it is the responsibility of the parent to inform the staff member in charge through use of the permission slip, of their child's condition and required medication to be carried throughout the trip. The parent should ensure that appropriate medication is carried and that it is within expiry date. In addition, staff will carry school-based Epipens and Action Plan. Should a pupil forget to bring required medication, she will not be permitted to participate in the educational visit.

Risk Assessments are completed for activities off-site, including those involving overnight stays.

2.5 DEBILITATING ILLNESSES

The school will make every effort to support pupils who have been diagnosed with debilitating illnesses, such as M.E. Individual arrangements will be made including, for example, late arrival at or early return from school, and rest periods in the Pupil Centre.

2.6 MOBILITY

The school will make every effort to support pupils with mobility issues. A lift is available in the Gray, Weir and Neill buildings, use of which is only permitted when accompanied by an adult.

From time-to-time, depending on resourcing, it may not be possible to ensure that pupils using crutches or a wheelchair temporarily are accompanied to classes. In such instances, they may be asked to remain under supervision in the library and work will be provided for them.

2.7 CONCUSSION

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

Concussion must always be taken seriously; any pupil suspected of having concussion will be stopped immediately from continuing their activity. The school will make every effort to contact the parent and a recommendation given that she is assessed by a medical professional for diagnosis and guidance. Advice regarding head injury signs/symptoms is given to the parent after an incident.

A second injury when a pupil has concussion can be extremely serious and may even be fatal. Therefore, it is vitally important that medical clearance is sought before the pupil returns to school. Pupils should not resume physical activities such as Physical Education, sports or games until permitted to do so by a medical professional.

As concussion may affect a pupil's ability to learn, medical clearance should be sought before she returns to school. As symptoms vary, a graduated return to school programme may be advisable.

Keeping everyone informed about concussion is in the pupil's best interests; parents have a key role in making sure that information is passed on to the school. Therefore, it is vitally important that parents inform school if their child suffers a concussion (whether in school or outside school) to make the school aware of the potential dangers and any restrictions that may apply to the activities she is permitted to do. (see Appendix 2)

The 'Recognise and Remove' leaflet produced by the Department of Education and the Department of Culture, Arts and Leisure is available on the Department of Education's website <http://www.deni.gov.uk> and provides guidance on the signs to look out for.

2.8 DEFIBRILLATORS

Two defibrillators are present on the school premises.

SECTION 3: APPENDICES

Appendix 1: Procedures for Management of Medication upon School Trips

Our school aim is ‘Excellence in a Caring Community’; we pride ourselves on being a community in which each individual is recognised and valued. We seek to work co-operatively with pupils, parents, health professionals and other agencies in order to provide a suitably supportive environment for those with medical needs. Staff arranging educational visits should follow the expected procedures of the school. It should be noted that there may be occasions when, following a risk assessment, it may not be possible to include a pupil on a school trip if that pupil’s medical needs cannot be met.

Pupils with medical needs are encouraged to participate in safely managed visits. Risk Assessments are compiled prior to a visit and the school will consider what reasonable adjustments might be made to enable pupils with medical needs to participate fully and safely. Visits involving overnight stays may require particular attention.

PARENTAL RESPONSIBILITIES

Parents have the prime responsibility for their child’s health, and should provide the school with full information about their child’s medical needs and details of required medicines. This may include: details of a pupil’s condition; dietary requirements; barriers to participation in sporting activities, or precautionary measures which should be taken before or during exercise; potential side effects of medication; what constitutes an emergency and appropriate action to be taken; and any changes to the situation.

Parents are asked to sign permission forms in advance of a visit. It is the responsibility of the parent to indicate whether or not the pupil for whom they are giving permission has any medical need and, consequently, if medication needs to be available during the trip. This should be done, even if the information has previously been passed to the school. It is the responsibility of the parent to ensure that the correct medication is carried, and that it is within expiry date. Parents are responsible to ensure that, if required, their daughter carries an inhaler, epipens and so on upon the trip; if these are not made available, the pupil will not be able to participate.

Parents might like to consider the possibility of taking out additional insurance; if this is the case, staff should be made aware of the details on the relevant form. In the case of pupils who have allergies, parents may choose to contact the hotel in order to pass across relevant information.

PUPIL RESPONSIBILITIES

Pupils have a responsibility to:

- confirm with the member of staff in charge that they have brought medication, if appropriate;
- treat medication with respect and know how to gain access to their own medication in an emergency;
- tell a member of staff when they are not feeling well;
- seek help from an adult if another pupil is unwell;
- act with due respect for the safety of others;
- treat other pupils with and without medical conditions equally; and
- follow school procedures.

THE ROLES AND RESPONSIBILITIES OF STAFF

Although off-site, staff should continue to follow the procedures as laid out in the Medical Policy. Although there is no legal duty that requires school staff to administer medicines, a number are happy to assist with First Aid. All staff members are expected to treat medical information relating to pupils in a sensitive and confidential manner.

Staff supervising visits should make themselves aware of any medical needs noted on the permission forms, and required medication or emergency procedures. Staff will check that required medication is being carried by pupils as indicated by the permission forms. A First Aid kit should be taken, along with copy of any relevant Health Care Plans in the event of information being needed in an emergency. If a pupil who has been prescribed an epipen is travelling on the trip, a member of staff who has been trained during that school year in its administration must accompany the party (see additional notes – Policy on Pupils Carrying and Taking Medication Themselves).

If members of staff are concerned about whether they can provide for a pupil's safety, or the safety of other pupils on a visit, they should seek parental views and medical advice from the School Health Team or, if appropriate, the pupil's GP. Parents with concerns are encouraged to contact the school.

THE CIRCUMSTANCES IN WHICH PUPILS MAY TAKE NON-PRESCRIPTION MEDICINES

Non-prescription medicines will not normally be administered. However, a small supply of paracetamol is stored securely in school by the First Aid Co-ordinator. Pupils in need of pain relief may have access to paracetamol, provided that their parent has previously signed a permission slip to this effect. Records will be kept and pupils issued with a slip to be presented to their parents on return home. This procedure must also be followed on a school trip although, in this case, a small amount of paracetamol will be carried by an appointed member of staff.

If it is essential for medication to be taken by a pupil during the day/s of the trip, it should be brought in by a parent/guardian to the staff member in charge of the trip who will issue a slip confirming receipt of the medication. The school will only accept medicines for storage that have been prescribed by a health professional. Only the required dosage for the required time period should be brought. Such medication must be in the original container as dispensed by a pharmacist and clearly labelled with contents, the name and date of birth of the pupil and the name of the doctor. Medication must be within expiry date and accompanied by the prescriber's instructions for administration, written parental consent and any further instructions (such as storage requirements), if necessary. The medication will be made available to the pupil by relevant staff to be self-administered under supervision. The School will not accept items of medication in unlabelled containers.

If the situation changes, parents should inform the school. If the medication is no longer required, safe disposal of such medicines is the responsibility of the parent.

POLICY ON PUPILS CARRYING AND TAKING MEDICINES THEMSELVES

Under certain circumstances, such as in the case of an asthmatic pupil or one at risk of severe allergic reaction, pupils are advised to carry required medication with them. Such medications should be treated with respect, and with due regard for the safety of other individuals. It should be noted that there may be circumstances when it is not appropriate for a pupil to self-manage her medication, and this should be discussed with the school.

N.B. Asthmatic pupils are expected to carry an inhaler, if one has been prescribed. Pupils with prescribed epipens are expected to carry one, or preferably two, at all times; in addition, staff will bring the school-based epipens on educational visits. At least one member of staff who has been trained to use the epipen, should accompany the visit. Pupils with diabetes should carry their blood monitoring machine, insulin for self-administration and sugary foods to be used in the event of a hypoglycaemic incident. If flying, the procedures of the airline for carriage of medication must be followed. Should a pupil become hyperglycaemic, the action plan will be followed and every effort made to contact her parent.

CONCUSSION GUIDELINES

Mission statement

In accordance with DE Circular 2014/12 Bloomfield Collegiate School recognises its statutory duty to safeguard and promote the welfare of pupils as set out in Article 17 of the Education and Libraries (Northern Ireland) Order 2003. The school recognises in particular the importance of its role with regard to concussion recognition and management and the attendant need to ensure that staff, pupils and parents are aware of the associated risks and responses as per advice issued by the Minister for Education in his issue of 12 November 2013.

Aims

- To safeguard and promote the welfare of pupils;
- To educate staff, pupils and parents as to the potential for concussive injury in daily life;
- To make staff, pupils and parents aware of concussion recognition and management;
- To make staff, pupils and parents aware of the risk of *Second Impact Syndrome (SIS)*;
- To act on advice issued by DE and to embrace guidance made available by other relevant external agencies (e.g. IRB/IRFU).

Roles and Responsibilities

- It is the responsibility of the Board of Governors to establish, issue and review annually the school's policy on Concussion;
- It is the responsibility of the Principal to disseminate the policy as appropriate to staff, pupils and parents;
- It is the responsibility of all staff members to be cognisant of the policy and to follow it.

Practice and Protocol

- Pupils will be briefed regularly on recognising signs of possible concussion in themselves and others and on what action to then take;
- Parents will be advised regularly about monitoring and responding to instances of suspected concussion in their children;
- Staff will regularly be made aware of *Pocket CONCUSSION RECOGNITION TOOL™*.
- The *Pocket CONCUSSION RECOGNITION TOOL™* will be available in school and used as an initial non-professional assessment tool in all cases where concussion is suspected;

- In the event of use of the *Pocket CONCUSSION RECOGNITION TOOL™* indicating a possible concussion the following will pertain:
 - The pupil will be removed to a safe environment;
 - A parent/guardian will be informed and told that their son/daughter should be referred to a medical professional for diagnosis and guidance and return to activity decisions, even if symptoms resolve;
 - The pupil will remain under staff supervision until in parental care.

- If *any* of the following symptoms are reported urgent medical assessment will be sought:
 - Complaint of neck pain;
 - Increasing confusion or irritability;
 - Repeated vomiting;
 - Seizure or convulsion;

- Weakness or tingling/burning in arms or legs;
 - Deteriorating conscious state;
 - Severe or increasing headache;
 - Unusual behaviour change;
 - Double vision.
- In the event of use of the *Pocket CONCUSSION RECOGNITION TOOL™* indicating a possible concussion whilst taking part in a school team sport the following will pertain in addition to the above.
 - The member of staff who identifies the possible concussion will inform the Principal. The Principal or designated deputy will inform all staff at the earliest opportunity that a pupil has sustained a concussion;
 - Should a pupil sustain a concussion outside School, the parents are advised to inform the School and keep the pupil at home the following day under supervision;
 - The pupil shall only be permitted to return to a full range of activities after the graduated time-line has been followed and on receipt of written assent by a medical professional or the written consent of parent/guardian.
 - The Head of Year, Heads of Department and subject teachers shall be made aware that a Graduated Return to Learning may be appropriate for the injured pupil and that this must be borne in mind with regard to the cognitive activity required for normal functioning in a learning environment. Any future advice from DE on this matter shall be blended into this policy. In the meantime the text of the communication to staff shall be as follows:

*Name and Registration Group of Pupil has recently been diagnosed as suffering from concussion and must not participate in any physical activities for a period of 14 days from the date of this email. Concussion can impair cognitive function for an unspecified period and this must be borne in mind as they return to learning. Be watchful for continued or returning symptoms of concussion in **name of pupil** as set out in the Pocket CONCUSSION RECOGNITION TOOL™. If you have any concerns about **name of pupil** in this regard you must report them immediately to Head of Year or a member of the school's Leadership Team. A Graduated Return to Learning Programme may then be arranged in consultation with parents and/or medical professionals.*

Literature and documents

- DENI Circular 2014/12;
- *Pocket CONCUSSION RECOGNITION TOOL™*
- *Recognise and Remove* brochure (DENI/DCAL 2014);
- Associated *Recognise and Remove* poster information.

Dates of Policy Review

Nature of Change	Date Review Completed	Date Ratified by Board of Governors
Review of Procedures	November 2010	3 March 2011
Minor Amendments	June 2012	N/A
No amendments	June 2013	N/A
Amendments in line with DENI guidance	October 2015	26 November 2015
Minor amendments	October 2016	24 November 2016