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## MEDICAL POLICY

September 2023

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BELFAST  
ROYAL  
ACADEMY

<b>Title</b>	Medical Policy
<b>Summary</b>	This Policy covers such issues as medical conditions, concussion, illness and accidents.
<b>Purpose</b>	The Policy aims 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.
<b>Operational Date</b>	September 2023
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<b>Author</b>	Head of Finance and Corporate Services and Matron

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## BACKGROUND

The Medical Policy (Pupils) covers such issues as medical conditions, concussion, illness and accidents. The Policy aims 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.

School staff will be reminded about the Medical Policy (Pupils) through inclusion in the Staff Handbook, which is distributed annually. In addition, supply and temporary staff are informed of the Policy and of their responsibilities, through the Senior Teacher responsible for Cover.

Belfast Royal Academy employs a registered nurse who is based in the School's Medical Centre. Matron is responsible for monitoring the pupil's conditions, keeping records and storing their medication. Pupils who are unwell are referred to her by members of staff.

Pupils who are sick should be cared for at home by their parents or if necessary under the supervision of a GP.

**Matron should not be seen as an alternative to home care or as an alternative to consulting a Doctor or other medical practitioner.**

## 1. MEDICAL CONDITIONS

Belfast Royal Academy aims to support and welcome pupils with medical conditions and aims to provide these pupils with the same opportunities as others at school.

We understand that medical conditions should not be a barrier to learning, so we will ensure that all staff understand their duty of care to the pupils in the event of an emergency and feel confident in knowing what to do in an emergency.

Pupils with medical conditions are encouraged to take control of their condition and the school will make every effort to ensure that they are confident in the support they receive to help them do this. This school aims to include all pupils with medical conditions in all school activities where possible and there will be an expectation that medical intervention in school time should be minimised to ensure full access to the curriculum.

This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if poorly managed or misunderstood. Therefore, we will ensure that all staff understand the common medical conditions that affect children at this school and that they receive training on the impact this can have on pupils.

### Physical Environment

This school is committed to providing a physical environment that is accessible to pupils with medical conditions.

### Social interactions

- This school seeks to ensure that the needs of pupils with medical conditions are adequately considered to permit their involvement in structured and unstructured social activities, including during breaks and before and after school.
- This school seeks to ensure the needs of pupils with medical conditions are adequately considered to allow full access to extended school activities such as school productions, extra-curricular clubs & societies and residential visits.

- All staff are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's Anti-Bullying, Positive Behaviour and Pastoral Care Policies.
- Staff use opportunities such as Assemblies and Learning for Life and Work (LLW) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

#### Exercise and Physical Activity

- This school understands the importance of all pupils participating in sports, games and activities.
- School staff and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- School staff and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.
- School staff and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- This school seeks to ensure that all school staff and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising, and how to minimise these triggers.
- This school seeks to ensure that all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- This school seeks to ensure that all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

#### Education and Learning

This school seeks to ensure that pupils with medical conditions can participate fully in all aspects of the curriculum and that appropriate adjustments and extra support are provided.

If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, this may be due to their medical condition.

Teachers are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to a member of the Pastoral Staff. This staff member will consult the pupil and parents to ensure the effect of the pupil's condition on their schoolwork is properly considered.

#### Residential Visits

Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include: how all pupils will be able to access the proposed activities, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency. This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits.

#### Unacceptable Practice

This school considers it to be unacceptable practice to:

- Prevent pupils from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every pupil with the same condition requires the same treatment.
- Ignore the views of the pupil or their parents/guardians; or ignore medical evidence or opinion, send pupils with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans.
- Penalise pupils for their attendance record if their absences are related to their medical condition e.g. hospital appointments.

- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up work because the school is failing to support their child's medical needs.
- prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips unless there is medical evidence or opinion providing specific guidance in this context.

## **2. RECORD KEEPING, STORAGE AND ACCESS**

This school ensures that all staff protect pupil confidentiality.

Parents of new pupils are asked to complete a Medical Form and to ensure that any change to these details is passed on to the School. Medical information provided to the school on the Medical Form is summarised by the Matron in an electronic Medical File, which is located in a 'staff-only' area on the school server. The Medical File is available to all members of staff, which is sent out to staff at the beginning of each academic year.

An email will be sent to all parents/guardians at the start of the year requesting an update on medication and or medical condition(s) of the pupil.

A pictorial anaphylaxis poster detailing pupils who carry Epipens/Jext pens is also made available to all staff and is displayed in the School, with parental permission obtained for the photograph of each child to be displayed.

Matron keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded- this will also be sent via email "medical tracker" to the parents/guardians each time medication has been administered to the pupil in school. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

Matron will ensure that all Health Care Plans, Medical Forms and other records are up to date, communicating with the School Nurse Team involved. All paper-based records are stored in the Medical Centre in a locked filing cabinet. An electronic version is also uploaded to the school electronic system and attached to the pupils' records.

This school seeks permission from the parents before sharing any medical information with any other party.

## **3. ILLNESS AND ACCIDENTS**

### Illness at Home

If a pupil is unwell at home, parents are asked to reflect carefully on whether or not the child is fit to attend School. While the importance of good attendance is acknowledged, it is the School policy that the wellbeing of the child must be paramount.

## Illness or Accidents in School

### **Illness**

If a pupil feels ill while in class,

1. The staff member should take/send him/her to the Medical Centre (with a companion, if it is felt that a companion is required) who should be instructed:
  - (a) To report the illness to the Matron.
  - (b) If that is not possible, report to the General Office, who will alert a Senior Member of Staff
  - (c) If that is not possible, report to their Head of Year
  - (d) To report back to the staff member that this procedure has been followed.

A yellow 'Permission to attend Matron' card should be completed.

2. If a pupil is missing from class for one period or more and is reported to be in the Medical Centre, the staff member should ask to be shown, on their return, the yellow card signed by the Matron or teacher in charge stating the time spent in the Medical Centre.

### **Accidents**

Careful supervision should be exercised at all times, both in and out of class, so that accidents may be avoided.

It is especially important that pupils should not be left unsupervised in the Gym or Sports Hall at break or lunchtime. These and other rooms should be locked when not in use, unless they are needed as Form Rooms or for Clubs and Societies.

Whenever there is an accident the welfare of the pupil should be the first consideration.

If an accident happens to a pupil in school, the member of staff should:-

1. Give what immediate first-aid they can and report the accident to the Matron or to the General Office so that, if necessary, a doctor (or an ambulance) may be called.
2. If the Matron is unavailable, obtain what assistance is necessary from the more experienced "first-aiders".

If an accident happens to a pupil taking part in games, whether 'at home' or 'away' members of staff should:-

1. Give what immediate first-aid they can.
2. If in the slightest doubt, call an ambulance.
3. Carry out the doctor's instructions regarding hospital or other arrangements.
4. See the casualty safely home or to hospital - by taxi if necessary - and arrange for other supervision of the remaining pupils.
5. Inform the Principal as soon as possible.

When an accident occurs, an Accident Report form (see Appendix 4) must be completed, this is done electronically through medical tracker and a copy emailed to the Principal and to the Bursar.

## Science and Technology

1. In Science and Technology Laboratories or workshops, pupils must wear eye-goggles if there is the slightest risk of acid, alkali, a spark, or any other harmful substance entering the eye.
2. Pupils should not be left unsupervised doing practical work at lunch-time or after school.
3. First-aid pamphlets should be hung in a conspicuous place in all laboratories; science teachers are required to acquaint themselves with the necessary first aid details so that speedy and effective action may be taken when accidents occur. Some drill or practice for new teachers is desirable.
4. Science and Technology teachers are expected to see that their first-aid equipment is properly maintained and available for immediate use in any emergency. Deficiencies in this equipment should not be accepted, and requisitions for replacements should be made to the Head of Department as soon as any deficiency is known. First Aid boxes are checked and replenished at the start of each academic year and sooner, if required.

## Sending pupil home due to illness or accident

A pupil who has been involved in an accident, or who is sick, must **not** be sent home from school without the permission of Matron. In the absence of Matron, General office staff, the Principal, Deputy or a Vice Principal must give permission.

Before allowing a sick or injured pupil to go home, Matron (or staff member as detailed above) must contact a parent/guardian to inform them and to make arrangements for the pupil's transport home and supervision at home. Emergency contact numbers can be obtained from Matron and/or the General Office. If unavailable then grandparents, other relatives or the next person recommended on the emergency contact list is contacted.

If a parent/guardian is unable to collect his/her child in person, they are asked who will be collecting the pupil and the pupil is informed of the person's name. If the parent/guardian requests that the pupil goes home by private taxi, the parent/guardian is responsible for making that booking. In the event of a pupil travelling home in his/her own car, permission must be sought from the Principal, Deputy or Vice Principal and the parent/guardian. On arrival home, the parent/guardian **must** ring the school to inform them of the child's safe arrival.

The pupil may collect their belongings, but otherwise they must remain with Matron until the parent/guardian can be contacted. If a pupil is too ill to do this, another pupil is asked to assist.

On arrival, parents/guardians are asked to go to the General Office. Staff there will then inform Matron and the pupil will be allowed to leave school via the General Office. Pupils should sign the Signing Out book and a pink chit is issued to the pupil at time of leaving which will excuse the pupil from classes.

If for some reason the adult collecting a pupil is unable to go directly to the General Office, e.g. due to a disability, the pupil is asked to wait in the Crombie Building. The adult is asked to go to the doors of the Crombie and when seen by the pupil the General Office is informed and they are allowed to go home.

It is the responsibility of the parent/guardian to ensure that the pupil is appropriately supervised at home.

## 4. GENERAL EMERGENCY PROCEDURES

The school will ensure that all staff know what action to take in the event of a medical emergency. This includes:

- How to contact emergency services and what information to give.
- Who to contact within the school.
- New staff and supply staff are inducted into school processes.



- In cases of emergency, Matron or another member of staff may have to take pupil to hospital. If this happens the pupil's Priority 1 Contact will be contacted by Matron, Deputy Principal, Vice Principal, Head of Year/School or General Office. The member of staff will wait at the hospital with the pupil until the Priority 1 Contact or other designated family member arrives.
- If a pupil requires treatment at hospital, the member of staff will attempt to contact parents/guardians later in the evening to enquire of the pupil's condition.
- This school has procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil. When this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

## 5. MEDICATION AND TREATMENT

All pupils with medical conditions have easy access to their medication. If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent, whether this is on a regular/daily basis or a short course of medicine.

When a pupil becomes ill or complains of being ill, the member of staff should, where possible, refer the pupil to the School Matron. The Matron will assess the pupil and will advise on treatment. This may involve the administering of prescribed medication held in the Medical Centre. Alternatively, it may be necessary for the Matron to contact the parent/guardian for guidance, or to seek authorisation to give over-the-counter treatment, if authorisation has not already been given on the pupil's Medical Form.

In circumstances where it is not possible for the pupil to be referred to the Matron, the member of staff should not administer any medication without the specific authorisation of the parent/guardian. If the parent/guardian is not contactable, the situation should be assessed in consultation with a senior member of staff (normally the Principal, the Deputy or one of the Vice Principals). If necessary, the pupil may be taken to the Accident and Emergency Department of a local hospital or G.P. unit, for advice or treatment.

It is the decision of the parents as to whether or not their son or daughter should administer his or her own medication during school hours. Pupils are not permitted to carry any medication, therefore all medication should be held by Matron in the Medical Centre (with the exception of Epipens/Jext pens and Inhalers).

All prescription medicine should be clearly labelled with the pharmacist label.

In the circumstances of an accident or an emergency, staff should seek medical advice and support to ensure the well-being of the pupil. In the absence of the Matron, the member of staff should call an ambulance.

### Storing Medicines at School

- Matron ensures the correct storage of medication at school. Medication is stored in accordance with instructions, paying particular note to temperature.
- All controlled drugs are kept in a secure cupboard in the Medical Centre.
- The expiry dates for all medications stored at school are now logged electronically, therefore notifying when they are due to expire; Matron will then send a reminder email to parents that medication is due to expire. All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency. Please note; **Matron cannot administer any medications without these details.**
- Some medication for pupils may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils.

- All medication is sent home with pupils at the end of the school year. Medication is not stored during the summer holidays.
- It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

#### Safe Disposal

- Parents are notified when medication is out-of-date and asked to collect it and replace it if necessary. Medications should be disposed of correctly and appropriately.
- Sharps boxes should be used for the disposal of needles. Collection and disposal of sharps boxes should be dealt with appropriately.

#### Use of Healthcare Plans

Healthcare Plans help the school to effectively support pupils with significant medical conditions in accessing the curriculum and wider school life. The Healthcare plans are provided by the School Nurse team and signed by parents and Matron. The Healthcare Plan records important details about the medical needs of individual pupils at school, e.g. their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required. A copy of the healthcare plan is also electronically uploaded by Matron and attached to the pupils' electronic medical file also.

If a pupil has a longer term medical condition that requires treatment or medication during school hours, the school, healthcare professional and parent are asked to fill out the Healthcare Plan together.

#### Ongoing Communication and Review of Healthcare Plans

- Parents are regularly reminded to update their child's Healthcare Plan, for example if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change.
- Matron will contact parents to check that information held by the school on a pupil's condition is accurate and up to date.
- Every pupil with a Healthcare Plan has their plan discussed and reviewed at least once a year.

#### Residential Visits and School Trips

- Members of staff organising field trips, educational trips, extra-curricular visits etc. should seek clarification of any medical needs of the pupils involved, prior to the event. This would normally be received as part of the information requested from parents i.e. the activity consent form. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. This is always addressed in the risk assessment for off-site activities.
- Where the pupil is required to take prescribed medication, this, along with written guidance, should be given to the member of staff in charge.
- If a pupil is able to self-administer medication, the parent is required to inform the leader of the group, in writing (i.e. on the activity consent form).
- All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

### **6. INJURIES OR CONDITIONS WHICH COULD AFFECT A PUPIL'S ABILITY TO PLAY SPORT**

- The Medical Forms for all pupils due to join the school must be passed to the School Matron by the General Office Supervisor prior to the commencement of the academic year. On receipt of these forms, the Matron will notify the Head of P.E. and Head of Year about any existing medical conditions which could have an impact on a pupil's ability to participate in sporting activities.
- Information from the Medical Forms are summarised into the Medical File which is made available to all staff near the start of the academic year. Updated and new information will be circulated as required.

- Any medical conditions which are developed by a pupil during the year and which could impact on a pupil's ability to be involved in various sporting activities should also be reported by the Head of Year or any staff aware of such conditions to the Head of P.E. and to the School Matron.
- Any injuries sustained by pupils during the year which could have an impact on their ability to be involved in sports must be reported by the Head of P.E. or any other staff aware of such injuries to the Head of Year and to the School Matron.
- Where a medical condition or an injury sustained by a pupil could impact on a pupil's ability to participate in sports activities, the Head of P.E. should discuss this with the Principal, the Bursar and the Matron. Following agreement that there is a concern from a health and safety perspective about a pupil's ability to participate in sport, the Head of P.E. should arrange to meet with the pupil's parents to discuss this issue.
- In these cases, the Head of P.E. should advise the parent that due to safety concerns, the school **cannot** permit the pupil to participate in sports activities, particularly contact sports, until a letter has been obtained from the **General Practitioner**, confirming that the child is fit to play sports. This may require a referral by the G.P. to a medical consultant.
- In all instances, the letter from the G.P. or medical consultant must specify if the pupil is fit to participate in contact sports or, if not, it should specify in which sporting activities the pupil can participate.
- The parent must understand that this policy is adopted by the school in the best interests of their child.

## 7. CONCUSSION PROTOCOL

See also the Concussion Policy and Appendix 1 Head Injury Non-Concussion.

1. Assess the pupil on the pitch using the Pocket Concussion Recognition Tool.
2. If you suspect a concussion, or have any doubt, remove the player from the field immediately. The player must not be left alone, they must not drive a motor vehicle, they must always be in the care of a responsible adult who has been informed of the player's suspected concussion.
3. Call an ambulance if any of the following red flags are present. Travel to hospital with the pupil if required.

**Pupil complains of neck pain - Deteriorating conscious state - Increasing confusion or irritability - Severe or increasing headache - Repeated vomiting - Unusual behaviour change - Seizure or convulsion - Double vision - Weakness or tingling / burning in arms or legs**

4. Contact parents and arrange a safe handover.
5. Give parents the concussion advice letter.
6. Complete Accident Report Form.
7. Inform Matron when next in school.

## 8. ROLES AND RESPONSIBILITIES

### Board of Governors

The Board of Governors have overall responsibility, delegating this to the Health & Safety Sub Committee of the Board. The Bursar reports to the Health & Safety Sub Committee.

The Principal, in conjunction with the Head of Finance and Corporate Services and Deputy Principal, has a responsibility to:

- Ensure the school is inclusive and welcoming.
- Liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services.

- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans.
- Ensure pupil confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply teachers and new staff know the Medical Policy (Pupils).
- Employ a Matron with responsibility for checking the expiry date of medicines kept at school and maintaining the Medical File.
- Monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders and update if required, according to review recommendations and recent local and national guidance and legislation.
- Report back to all key stakeholders about implementation of the Medical Policy (Pupils).

#### All School Staff

All staff have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand the school's Medical Policy (Pupils).
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan.
- Allow all pupils to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom.
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- Understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell).
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

#### Teaching Staff

Teachers have a responsibility to:

- Ensure pupils who have been unwell catch up on missed school work.
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it.
- Liaise with parents if a child is falling behind with their work because of their condition.
- Use areas of the curriculum to raise pupil awareness about medical conditions.

#### School Nurse Teams:(Belfast Health & Social Care Trust) and (Northern Health &Social Care Trust)

School Nursing will not necessarily be aware of all pupils' medical conditions, but there is a clear expectation from the school that the school nursing services will be involved in the care plan process, as appropriate, including the following:

- Initiating and updating health care plans, regularly.
- Informing the school of pupils in need for a health care plan.
- Helping update the school's medical conditions policy, including recommending training.

- Helping to provide regular training for school staff in managing the most common medical conditions at school and advising training on less common conditions.
- Collating relevant health information to support pupil, family and school to inform the health care plan.
- Providing information about where the school can access other specialist training.
- Ensuring health care plans are designed to maximise attendance at school and engagement with learning, including effective reintegration to schools.

### School Matron

The School Matron has a responsibility to:

- Deal with all sick pupils during the day and assessing whether they can remain in school or if they need to be sent to hospital/home.
- Deal with any accidents arising during the period of duty and assessing whether individual pupils require to be taken home or to the hospital as appropriate / on occasion taking sick pupils home / to hospital.
- Complete accident report forms.
- Advise and help pupils who may have psychological/emotional problems.
- Order appropriate medical supplies and ensure appropriate safe storage and handling of same.
- Issue Epipens/Jext pens as appropriate and assist pupils who have diabetes.
- Issue details of all pupils with specific allergies and how these conditions can be recognised and appropriate action to be taken.
- Advise staff on relevant health issues.
- Make necessary and appropriate preparations for health checks and inoculations.

### First Aider

First Aiders have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school.
- When necessary, ensure that an ambulance or other professional medical help is called.

### Pastoral staff / Matron / Special Educational Needs Co-Ordinator

These staff members will have the responsibility to:

- Help update the school's Medical Policy.
- Know which pupils have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in tests.

### Pupils

The pupils have a responsibility to:

- Treat other pupils with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they are not feeling well.
- Let a member of staff know if another pupil is feeling unwell.
- Let any pupil take their medication when they need it, and ensure a member of staff is called.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- Know how to take their own medication and to take it when they need it.
- Ensure a member of staff is called in an emergency situation.

If a pupil misuses medication, either theirs or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

If a pupil refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

### Parents

*The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.*

Parents have a responsibility to:

- Tell the school if their child has a medical condition.
- Ensure the school has a complete and up-to-date Healthcare Plan for their child.
- Inform the school about the medication their child requires during school hours.
- Inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.
- Tell the school about any changes to their child's medication, what they take, when, and how much.
- Inform the school of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name.
- Provide the school with appropriate spare medication labelled with their child's name.
- Ensure that their child's medication is within expiry dates.
- Keep their child at home if they are not well enough to attend school.
- Ensure their child catches up on any school work they have missed.

### Staff Awareness & Training

- Staff are aware of the most common serious medical conditions and they understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required (under common law duty of care) to act like any reasonably prudent parent. This may include administering medication. However, medication should be administered by Matron, where possible.
- Staff who work with groups of pupils receive training and know what to do for the pupils in their care with medical conditions.
- This school uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need medical assistance

Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to provide the service.

## Appendix 1



### NON-CONCUSSION (HEAD INJURY) September 2022

FAO Parent / Guardian:

In an incident in school your son/daughter has received a knock to their head. They have been assessed and have **not** displayed any symptoms of concussion.

Most blows to the head do not lead to serious complications. However, complications are not always immediately obvious so observation for at least **48 hours** is vital. If your son / daughter develops any of the following red flags during this period, you should seek **urgent medical assistance**:

**Neck pain**

**Deteriorating conscious state**

**Increasing confusion or irritability**

**Severe or increasing headache**

**Repeated vomiting**

**Unusual behaviour change**

**Seizure or convulsion**

**Double vision**

**Weakness or tingling/burning in their arms and legs.**

Visible cues, signs and symptoms of concussion are listed on the next page of this notice in the Pocket Concussion Recognition Tool. Should any of these symptoms develop then it is **likely** that a concussion has occurred and the **school advise that medical advice should be obtained**.

## Pocket CONCUSSION RECOGNITION TOOL™

To help identify concussion in children, youth and adults







### RECOGNIZE & REMOVE

Concussion should be suspected **if one or more** of the following visible clues, signs, symptoms or errors in memory questions are present.

#### 1. Visible clues of suspected concussion

Any one or more of the following visual clues can indicate a possible concussion:

- Loss of consciousness or responsiveness
- Lying motionless on ground/Slow to get up
- Unsteady on feet / Balance problems or falling over/Incoordination
- Grabbing/Clutching of head
- Dazed, blank or vacant look
- Confused/Not aware of plays or events

#### 2. Signs and symptoms of suspected concussion

Presence of any one or more of the following signs & symptoms may suggest a concussion:

- Loss of consciousness	- Headache
- Seizure or convulsion	- Dizziness
- Balance problems	- Confusion
- Nausea or vomiting	- Feeling slowed down
- Drowsiness	- "Pressure in head"
- More emotional	- Blurred vision
- Irritability	- Sensitivity to light
- Sadness	- Amnesia
- Fatigue or low energy	- Feeling like "in a fog"
- Nervous or anxious	- Neck Pain
- "Don't feel right"	- Sensitivity to noise
- Difficulty remembering	- Difficulty concentrating

### 3. Memory function

Failure to answer any of these questions correctly may suggest a concussion.

"What venue are we at today?"  
 "Which half is it now?"  
 "Who scored last in this game?"  
 "What team did you play last week/game?"  
 "Did your team win the last game?"

**Any athlete with a suspected concussion should be IMMEDIATELY REMOVED FROM PLAY, and should not be returned to activity until they are assessed medically. Athletes with a suspected concussion should not be left alone and should not drive a motor vehicle.**

It is recommended that, in all cases of suspected concussion, the player is referred to a medical professional for diagnosis and guidance as well as return to play decisions, even if the symptoms resolve.

#### RED FLAGS

**If ANY of the following are reported then the player should be safely and immediately removed from the field. If no qualified medical professional is available, consider transporting by ambulance for urgent medical assessment:**

- Athlete complains of neck pain	- Deteriorating conscious state
- Increasing confusion or irritability	- Severe or increasing headache
- Repeated vomiting	- Unusual behaviour change
- Seizure or convulsion	- Double vision
- Weakness or tingling/burning in arms or legs	

#### Remember:

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Do not attempt to move the player (other than required for airway support) unless trained to do so
- Do not remove helmet (if present) unless trained to do so.

from McCrory et. al, Consensus Statement on Concussion in Sport. Br J Sports Med 47 (5), 2013  
 © 2013 Concussion in Sport Group

Med: first published as on 11 March 2013. Downloaded from <http://bjsm.bmj.com/> on September 28, 2022

(<https://www.education-ni.gov.uk/sites/default/files/publications/de/concussion-recognise-and-remove-leaflet.pdf>)



Dear Sir/Madam,

RE ----- (PUPIL NAME) -----(FORM) -----(Date)

I have monitored his/ her condition closely over the 48 hours following the injury and I confirm that during this period, none of the symptoms of concussion has developed.

I confirm that I am happy for my child to resume all physical activity including sport following this 48- hour symptom-free period.

----- (Pupil Name) -----(PARENT/GUARDIAN NAME)

----- (PARENT/GUARDIAN SIGNATURE) ----- (Date)

If a concussion does develop it is important to note that until symptoms have ceased, your son / daughter should not be allowed to drive, use tablets / phones / computers, or indeed attend school. Should you feel that your son / daughter requires additional support with returning to the demands of school please contact the School Matron.

If no complications develop your son / daughter may return to physical activity following the 48 hour supervision period.

\_\_\_\_\_  
**Signed by Staff Member**

\_\_\_\_\_  
**Date**

## Appendix 2

### MEDICAL FORM

Full Name of Pupil: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**1: Please tick below if your child HAS a disability / chronic medical condition:**

- |                     |                          |  |                          |
|---------------------|--------------------------|--|--------------------------|
| 1. Asthma           | <input type="checkbox"/> | If yes, is it mild / severe ( <i>please circle</i> ) |                          |
| 2. Diabetes         | <input type="checkbox"/> | 3. Epilepsy  | <input type="checkbox"/> |
| 4b) Impaired Vision | <input type="checkbox"/> | 4a). Impaired Hearing                                | <input type="checkbox"/> |
|                     |                          | 5. Allergies   | <input type="checkbox"/> |
|                     |                          | 6. Other medical problems                            | <input type="checkbox"/> |

If you have ticked any of the above, please give full details in the box below

**2: If your child requires prescribed medication in school, please give details below:**

(If required, please continue on a separate sheet)

Name of medication(s):

1.  
2.  
3.

For how long will your child take this medication?

1.  
2.  
3.

**Full directions for use:**

Dosage and method:

1.  
2.  
3.

Timing:

1.  
2.  
3.

**Self-administration?** Yes / No

**If not self-administered, please sign below to confirm that the School Matron may administer this medication to your child.**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*N.B. All medication should be supplied in original packaging and have pharmacy instructions attached.*

**MEDICAL FORM *continued***

Full Name of Pupil: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**3. Consent**

I do / do not (*delete as appropriate*) consent to my child receiving First Aid treatment should it be required

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**4: Over the Counter Medications / Applications**

Listed below are simple “over the counter” medications / applications used in this school.

Please circle **YES / NO** below to indicate which of these you consent to your child receiving should the need arise.

- |   |          |
|---|----------|
| • Paracetamol                             | YES / NO |
| • Ibuprofen                               | YES / NO |
| • Peptac Liquid/Kwells                    | YES / NO |
| • Piriton/Cetirizine Hydrochloride        | YES / NO |
| • Immodium                                | YES / NO |
| • Burneze Freeze Spray (burns and scalds) | YES / NO |
| • Waspeze Spray                           | YES / NO |
| • Savlon (mild antiseptic)                | YES / NO |
| • Eye Wash                                | YES / NO |
| • Medicated throat lozenges               | YES / NO |

Are you aware of your child having any allergies to the above?

YES / NO

If yes, please detail below.

This permission form will remain in force throughout the time your son/daughter is at the school. In line with the Medical Policy (Pupils), you are responsible for notifying the school of any changes in medication for your son/daughter and of any medical condition(s) developed by your child, including allergies. Please notify Matron directly via email: [sdonnelly198@bfsra.belfast.ni.sch.uk](mailto:sdonnelly198@bfsra.belfast.ni.sch.uk) or through the General Office on 028 9074 0423.

In the event of medical records not being updated, the school will be guided by the information held on the current records.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 3



# Accident Report Form – For All Accidents

To be completed as soon as possible by the member of staff in charge of pupils or a witness (in the case of staff or visitors).

Name ..... Age ..... Form .....

Address .....  
.....

2. Nature of Injury (*if to limb or eye, please state right/left*) .....

3. Date of accident ..... Time ..... AM/PM

4. Date reported ..... To whom .....

5. How did the accident happen? Give location and details.

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

6. Please state name & address of 2 witnesses present

1. ....  
2. ....

7. How was it dealt with? (*State hospital to which injured party was sent.*)

.....  
.....

8. Was he/she in hospital for more than 24 hours? Yes / No

9. Were the parents / guardians informed? Yes / No

If not, indicate why not .....

10. Was pupil absent from school as a result of the accident? Yes / No

If Yes, date pupil returned to school: .....

Date ..... Signed .....

**COPY TO THE HEAD OF FINANCE AND CORPORATE SERVICES**



## Health Form for School Trips

**SCHOOL VISIT TO:** .....

Name of Pupil ..... Date of Birth .....

Home Address.....

..... Telephone No.....

Address to contact during visit and/or telephone no. ....

..... Telephone No.....

National Health No. ....

Has he/she been in contact with any infectious disease within the last month? .....

Is he/she allergic to anything? (*e.g. aspirin, antibiotics, any particular food or drugs*)

If so give details:

.....

Does he/she suffer from: asthma, chest complaint, hay fever, migraine, fits or faints, travel sickness, diabetes, coeliac disease, or any other illness or disability? If so give details:

.....

.....

Is he/she having any medical treatment at present? If so, please give details of treatment and medicines etc.

.....

.....

Has he/she recently had anti-tetanus injection? (*Give date*) .....

May he/she, under proper supervision, take part in activities e.g. bathing, boating (*to be filled in as appropriate*)

.....

### EMERGENCY PERMISSION

I hereby authorise ..... to give permission to the doctor in charge to undertake whatever treatment is considered necessary for my son/daughter.

**Signature:**.....

**Date:**.....

Parent/Guardian

Please return completed form to ..... on .....