

**Model Primary School  
&  
Nursery Unit**



**ADMINISTRATION  
OF  
MEDICINES  
POLICY**



**Reviewed February 2016**

## **Model Primary & Nursery Unit**

### **ADMINISTRATION OF MEDICATION IN SCHOOL POLICY**

There is an increasing number of children attending mainstream schools with medical conditions. Schools, acting in *loco parentis*, have a duty to take reasonable care of children which includes the possibility of having to administer medicines and/or prescribed drugs.

This may be required by pupils for regular medication or those requiring occasional dispensing of medicines. The school will make every effort to safeguard the health and safety

of those pupils who may be more at risk than their peers due to existing medical conditions.

***“There may be occasions where school staff may be asked to administer medication, but they cannot be directed to do so.***

***The administration of medication to children remains the responsibility of the parent or those with parental responsibility.***

***Medication should only be taken to school when absolutely essential and with the agreement of the Principal.***

***Parents should be encouraged to request, where possible, that medication be prescribed in dose frequencies which enable it to be taken outside school hours e.g. in the morning, after schools and at bedtime.***

***Schools should be alerted to the particular risks for young persons in taking Aspirin and Ibuprofen and should not routinely administer these unless under clear medical guidance.”***

***(Supporting Pupils with Medication Needs DENI Feb 2008)***

The Board of Governors and staff of Model Primary & Nursery Unit wish to ensure that pupils with medication needs receive appropriate care and support at school. The Principal will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

**Please note that parents should keep their children at home if acutely unwell or infectious**

Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication.

**Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.**

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

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

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

Each item of medication must be delivered to the Principal or Authorised Person, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:

- Pupil's Name.
- Name of medication.
- Dosage.
- Frequency of administration.
- Date of dispensing.
- Storage requirements (if important)
- Expiry date.

**The school will not accept items of medication in unlabelled containers.**

Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a secure environment.

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

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

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

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

For each pupil with long-term or complex medication needs, the Principal, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

All staff will be made aware of the procedures to be followed in the event of an emergency.

#### Emergency Procedure:

In the case of an emergency:

The safety and well-being of the pupil is of paramount importance. All reasonable steps will be taken to ensure that the child is kept from harm. In the first instance the Principal and parents will be informed. If necessary an ambulance will be requested. A member of staff will accompany the pupil to the hospital and remain in *loco parentis* until the arrival of a parent/guardian.

The following forms are held in school to assist with the administration of medicines and parents will be expected to complete the relevant documentation:

Form AM1 Medication Plan

Form AM2 Request for a school to Administer Medicine

Form AM3 Template for request for Pupil to Carry Medicine Form

AM4 Record of Medicine Administered to Individual Children

Form AM5 Record of Medicines Administered Form

AM6 Template for a Record of Medical Training for Staff Form

AM7 Authorisation for Administration of Rectal Diazepam

Adopted by Board of Governors:

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

Date of Review \_\_\_\_\_