

Holy Family P.S. Aughamullan

Holy Family P.S.



Administration of Medicines Policy

Ratification date by the Board of Governors
Spring 2018

The Board of Governors and staff of Holy Family Primary School, Aughamullan wish to ensure that pupils with medication needs receive the 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. (Please refer to the Guidance on Infection Control in School on our website www.info@aughamullan.dungannon.ni.sch.uk) Children who have suffered a bout of vomiting or diarrhoea should not return to school for 48 hours after their last episode.

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/doctor. The pharmacy dosage label must still be attached.

Staff will not give a non-prescribed medicine to a child.

Only reasonable quantities of medication should be supplied to the school e.g. a maximum of 4 weeks' supply at any one time.

Where the pupil travels on school transport with an escort, parents should ensure that 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
- 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 the pupil. Unless otherwise indicated, all medication to be administered in school will be kept in a locked cabinet.

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 a Medication Plan and Protocol is drawn up, in conjunction with 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.

Members of 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 school trips away from the school premises, even if additional arrangements may 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.

Holy Family Primary School, Aughmullan

Request for a School to Administer Medication

The school will not give your child medicine unless you complete and sign this form, and the principal has agreed that school staff can administer the medicine

Details of pupil

Surname _____ Forename _____

Address _____

Date of Birth _____ Please circle Male Female

Class _____

Condition or illness _____

Medication

Parents must ensure that in date properly labelled medication is supplied.

Name/Type of medication (as described in container)

Date dispensed _____

Expiry date _____

Full Direction for Use

Dosage and method

NB Dosage can only be changed on a Doctor's instructions

Timing: _____

Special precautions _____

Are there any side effects that the School need to know about?

Self-Administration Yes/No (*delete as appropriate*)

Procedures to take in an Emergency

Contact Details

Name

Phone No. (home/mobile) _____
(Work) _____

Relationship to Pupil _____

Address:

I understand that I must deliver the medicine personally to _____ (agreed member of staff) and accept that this is a service, which the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Signature (s) _____ Date: _____

Agreement of Principal

I agree that _____ (name of child) will receive _____ (quantity and name of medicine) every day at _____ (time(s) medicine to be administered e.g. lunchtime or afternoon break). This arrangement will continue until _____ (either end date of course of medicine or until instructed by parents.)

Signed: _____ Date: _____
(The principal/authorised member of staff)

The original should be retained on the school file and a copy sent to the parents to confirm the school's agreement to administer medication to the named pupil.