

POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

ST. CAIREALL'S PRIMARY SCHOOL



Supporting Pupils with Medication Needs

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1.5.1 The Board of Governors and staff of St. Caireall's Primary School, 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 and have received appropriate training/guidance which is recorded (see appendix 6)**

A partnership approach with close cooperation between the school, parents, health professionals and other agencies will provide a supportive environment for any pupils with medication needs to enable them to participate fully in school activities.

The administration of medicines is the responsibility of parents and those with parental responsibility. It must be noted that the dosage of many medicines can be arranged to permit medicine to be given to children before or after school - not during school- wherever possible.

Please note that parents should keep their children at home if acutely unwell or infectious. Parents are responsible for making sure that their child is well enough to attend school. A child's own doctor is the person best able to advise whether the child is fit to be in school and it is for parents to seek and obtain such advice as necessary;

1.5.2 Parents are responsible for providing the Principal with the original written medical evidence about their child's medical condition and treatment or special care needed at school and reaching agreement with the Principal on the school's role in helping with their child's medication.

1.5.3 Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. Any parents requiring the school to administer medicines to their child should complete the 'AM2 – Request for a School to Administer Medication form which can be obtained from the school office and website (see Appendix 2)

1.5.4 Staff will not give a non-prescribed medicine to a child unless there is specific prior written instruction from the parents. Parents must complete AM2 – Request for a School to Administer Medication form which can be obtained from the school office and website (see Appendix 2)

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

1.5.6 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.

1.5.7 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:

G Pupil's Name

G Name of medication

G Dosage

G Frequency of administration

G Date of dispensing

G Storage requirements (if important)

G Expiry date.

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

1.5.8 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 locked medicine cabinet.

1.5.9 All Consent forms for administering medication in school will be stored in the 'Record of Medicines Administered' file. Every time a child is administered medicine in school (including inhalers) a record will be completed by relevant staff member filling in details of medicine and dosage given at what time. This will be completed using form AM4 – 'Record of medicine

administered to an individual child' (Appendix 4) and also in an overall administration of medicines record, (appendix 5) A copy of form AM4 will be retained by the school, and a copy sent home with child.

1.5.10 If children refuse to take medicines, staff will not force them to do so, (This does not apply to use of Epi pen and Glycogen hypo kits) 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.

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

1.5.12 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.

1.5.12 The school will not make changes to dosages on parental instructions unless accompanied by original written instructions from medical practitioner and in such cases the AM2 – Request for a School to Administer Medication form must be amended and signed. (Appendix 2)

1.5.13 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.

1.5.14 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. This will be recorded using form AM1 – 'Medication Plan for a pupil with medical needs' (Appendix 1)

1.5.15 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. This consent must be obtained through the submission of form AM3 – 'Template for a request for pupil to carry his/her medication' (Appendix 3)

1.5.16 Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service, and such training will be recorded on form AM6 – ‘Template for a record of medical training for staff’, (Appendix 6) and will be held in the school office.

1.5.17 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.

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

