

# Saint Patrick's Primary School,



## ADMINISTRATION OF MEDICATION POLICY

2021-22 (Amended policy in the context of NI Executives' Coronavirus (COVID-19) regulations and the associated Department's (DENI) Guidance for Schools and Educational Settings in Northern Ireland)

**Telephone- 02837523773**

**Fax number- 02837510878**

**Email: [info@stpatricksp.s.armagh.ni.sch.uk](mailto:info@stpatricksp.s.armagh.ni.sch.uk)**

## **RATIONALE:**

The Board of Governors and staff of St. Patrick'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.**

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

The following must be observed:

- 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. (An AM2 Medication Form can be downloaded from the school website. A copy of this AM2 form is in Appendix 1.
- Staff will not give a non - prescribed medicine to a child unless there is specific prior written permission from the parents.
- Specific dosage of medication should be supplied to the school.
- 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 locked medicine cabinet.

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 always be encouraged to administer their own medication, under staff supervision.

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.

## **DEALING WITH MEDICINES SAFELY**

### **Safety Management**

All medicines may be harmful to anyone for whom they are not prescribed. Where a school agrees to administer this type of medicine the employer must ensure that the risks to the health of others are properly controlled. This duty derives from the Control of Substances Hazardous to Health Regulations 2002, (COSHH).

The Medicines Act 1968 places restrictions on dealings with medicinal products, including their administration.

### **Administration by Injection**

In individual cases where a pupil's medical needs require medication to be administered by injection, this will be in the context of a specific care plan. All staff will be trained to carry out this care plan.

There are exceptions for the administration of certain prescription only medicines by injection in emergencies (in order to save a life). An example of an exception is injection by a fully assembled syringe and needle delivering a set dose of adrenaline by intramuscular injection in the case of anaphylactic shock. Examples are EpiPen® and Anapen®. There are also junior versions for use in children.

Any member of school staff may be asked to support pupils with medical conditions (such as anaphylaxis or diabetes) and the school will ensure that the school staff taking on this role receive sufficient and suitable training and achieve the necessary level of competency before they take on this responsibility.

## **Monitoring and Evaluating**

The Safeguarding Team will update this Policy and procedures in the light of any further guidance and legislation as necessary and review it annually. The Board of Governors will also monitor.

On-going evaluation will ensure the effectiveness of the Policy.

Date Policy Reviewed: June 2020

Signed:

(Principal) Mr S. Mc Kinley \_\_\_\_\_

(Chair of Board of Governors) Mrs Anne Murphy \_\_\_\_\_

NAME OF SCHOOL \_\_\_\_\_ FORM AM2

**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(s) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

M  F

Condition or illness \_\_\_\_\_

Date of Birth \_\_\_/\_\_\_/\_\_\_

Class \_\_\_\_\_

**Medication**

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

Name/Type of Medication (as described on the container)

\_\_\_\_\_

Date dispensed \_\_\_\_\_

Expiry Date \_\_\_\_\_

**Full Directions 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 needs to know about?

\_\_\_\_\_

Self-Administration  
**Emergency**

Yes/No (delete as appropriate) **Procedures to take in an**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 (name of child) will receive

(quantity and name of medicine) every day at \_\_\_\_\_

(time(s) medicine to be administered eg lunchtime or afternoon break). \_\_\_\_\_

This child will be given/supervised whilst he/she takes their medication by

(name of staff member)

\_\_\_\_\_

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.**

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