



Administration of Medication Policy

Policy Date: _____

Signature of Principal: _____

Signature of Chairperson of Board of Governors: _____

Review Date: _____

Aims

The Board of Governors and staff of Gortin P.S. wish to ensure that pupils with medication needs are made known to the school in writing and 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).

Parental Responsibilities (Procedures)

1. 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 pupils' condition and medication. (see AM1)
2. Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. (see AM2)
3. Parents are requested where possible, that medication be prescribed in dosage frequencies which enable it to be taken outside school hours e.g. 3 times a day, taken in the morning, after school hours and at bedtime.
4. Staff will not give a non prescribed medicine to a child e.g. calpol, throat soothers unless the necessary agreement is signed with the school.
5. Only reasonable quantities of prescribed medication should be supplied to the school e.g. a maximum of 4 weeks supply at any one time.
6. Where the pupils travel on school transport with an escort, parents should ensure the escort has written instructions relating to any prescribed medication sent with the pupil, including medication for administration during respite care.
7. Each item of medication must be delivered to the principal 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:
 - Pupils 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.

8. Parents must make their children aware of the dangers associated with letting other children share their prescribed medication or using medication not prescribed for them.

9. It is the responsibility of parents to notify the school in writing if the pupil's need for prescribed medication has ceased.
10. It is the parent's responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
11. 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.
12. From Y3 onwards and where it is appropriate pupils will be encouraged to administer their own prescribed 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. (see AM3)

School Procedures

1. The school will keep records, which they will have available for parents. (see AM4)
2. If children refuse to take medicines, staff will not force them to do so and will inform the parents of the refusal and return the child to the parents as a matter of urgency on the same day.
3. If a refusal to take medicines result in an emergency, the schools emergency procedures will be followed.

4. The school will not make changes to dosages on parental instructions – instructions must be in writing from the child’s Doctor through the parent.
5. 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.
6. Staff who volunteer to assist in the administration of prescribed medication will receive appropriate training/guidance through arrangements made with the school health service.
7. The school will make every effort to continue the administration of prescribed 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.
8. All staff will be made aware of the procedures to be followed in the event of an emergency.

Monitoring and Evaluating the Policy

Our policy will be reviewed annually and/or in the light of changes in legislation or practice following consultation with all staff members, parents and external agencies.