



## Policy for the Administration of Medication in School (April 2017)

### Article 24

Every child has the right to the best possible health.

The Board of Governors and staff of Rathmore 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 they are unwell or infectious.

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

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.

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 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 follows the Department of Education guidance on the administration of medication in school.

#### Dispensing of Medication

All requests for dispensing of medication must be written, with instructions for administration signed and dated by the pupil's parent or carer( a proforma is available from school). It is the responsibility of parents to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

All medication will be kept by the class teacher. Medication must be in a secure and labelled container as originally dispensed.

If children refuse to take medication, staff will not force them to do so, and will inform the parents on the same day. If a refusal to take medication results in an emergency, the school's emergency procedures will be followed. (see first-aid policy)

School staff will not dispose of medicines. They should be returned to the parent.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision.

The school will make every effort to continue the administration of medication to a pupil while on trips away from the school premises. 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.

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.

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

#### Medical procedures

Medicines will be dispensed within classrooms. Where possible, staff should ask another adult to supervise the administration of medication. There are suitable places within school to administer medicines if more privacy is required. Where necessary, arrangements have been made for pupils with particular conditions and these are detailed in individual care plans.

Medication for personal use by members of staff must also be kept in a secure location e.g. handbags; etc containing such items must be locked away and not left in the classroom where pupils could gain access to them.

#### Medical Records

Medical information forms will be updated by parents each year. These are kept centrally and important information is passed to class teachers. Children with important issues are highlighted, and their photographs displayed on a medical list.

Staff will keep a log of medication dispensed which will include:

Name of student;

Name of medication;

Dose;

Time;

Date;

Signature of dispenser.