

Rathmore Primary School



Policy for the Administration of Medication in School

Date Ratified:	May 2026
Date of Review:	In line with the school's schedule for policy review.

This policy has been written following a consultation process, ratified by the Board of Governors and communicated to the school community as required. It will be monitored and reviewed as part of the school's policy review schedule.



Policy for the Administration of Medication in School

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, when this policy is adhered to.

Please note that parents should keep their children at home if they are unwell or infectious in line with Public Health Agency guidance.

Responsibility

Parents are responsible for their child's health needs, however, to enable pupils requiring medication to participate as fully as possible in school activities, we agree to administer medication. Parents must provide the school with comprehensive information regarding the pupil's condition and requirements.

Request to Administer Medication

All requests to administer medication must be put in writing and signed by the parent/ guardian (a proforma is available). It is the responsibility of the parents to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

Prescribed medication will not be accepted in school without written and signed instructions from the parent. 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

Short Term Medication

There are times when pupils request painkillers at school including aspirin and paracetamol. School staff will not give non prescribed medication without prior written approval from the parent/guardian as staff may not be aware of any previous dose taken or whether the medication will react with other medication.

Prescribed Medication-Long Term Medical Needs

Some pupils may have medical conditions which will require regular administration of medication in order to maintain their access to education. These pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and with support from the school can take part in most normal school activities.

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.

Storage of Medication

Some medicines may be harmful to anyone for whom they are not prescribed. Where a school agrees to administer this type of medicine, it will be stored under the supervision of the Class Teacher.

Pupil's Health Care Plan

When a parent requests medication to be administered long term to a pupil at school, the school will discuss the pupil's condition with the parent and the implications of the pupil's medical condition with the appropriate staff and where necessary draw up a Health Care Plan, i.e.:

- a written request together with a statement of the pupil's condition and requirements must be made available to the school
- the school will decide on the way in which the school will meet the pupil's requirements
- appropriate training and appropriate medical advice is sought from medically qualified persons, i.e. Pupil's GP, Specialised Nurse, School Health Teams;
- relevant staff are trained
- two members of staff (another adult if appropriate) are present when administering medication. All staff know how to call the emergency services.
- all staff know the names of the trained first aiders in the event of need.

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

Storage requirements:

- the medicine container is labelled separately with the name of the pupil, dose and frequency of administration and any expiry date;
- staff and the pupil know where the medicines are stored and where the key is placed;
- a record is kept of all medication administered; and
- a regular check is made to ensure that a medicine is not out of date, e.g. Epi-Pen.

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

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.

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. Risk Assessments are written for children with more complex medical conditions, as required.

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.

Further information can be found in the Department of Education guidance booklet "Educational Visits, Policy, Practice and Procedures". http://www.deni.gov.uk/educational_visits_2009.pdf

Medical Records

Medical information forms will be updated by parents each year. These are kept in school and important information is passed to staff members. 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;

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

Signature of dispenser.



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

Full Name: _____

Address: _____

Date of Birth: ____/____/____

Class: _____

Condition or Illness: _____

Medication

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

Name/ Type of medication: _____

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: Yes/ No (delete as appropriate)

Procedures to take in an emergency.

Contact Details

Name: _____

Phone Number: _____

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: _____ Date: _____

A copy of this form should be retained in the Class Teacher's File.