

St. Oliver Plunkett Primary School & Nursery Unit



Administration of Medicines Policy

Signed (Chair of the Board of Governors):	
Signed (Principal):	
Agree Date:	October 2022
Review Date:	October 2023

The Board of Governors and staff of St. Oliver Plunkett Primary & Nursery 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.

Parents should keep their children at home if acutely unwell or infectious.

The prime responsibility for a pupil's health rests with the parent/guardian, however, to enable pupils requiring medication to participate as fully as possible in school activities, the school may agree to assist a child with medical needs.

Parents are responsible for providing the Principal with comprehensive information regarding the pupils' condition and medication. 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 (e.g. Calpol) to a child unless there is specific prior written permission from the parent/guardian. A member of staff will supervise the taking of the medication and inform the parent of the date and time of administration.

Some pupils may have medical conditions (e.g. asthma) which will require regular administration of medication in order to maintain their access to education. 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. Such children will require a Health Care Plan (Form 1: Health Care Plan for a Pupil with Medical Needs)

Where it is appropriate to do so, children will be encouraged to administer their own medication (e.g. asthma inhaler), under staff supervision. Parents/guardians will be asked to confirm in writing if they wish their child to carry such medication and to self-administer.

Where a child uses an inhaler, one clearly labelled with the pupil's name and class must be given to the class teacher. Parents of pupils in P4-P7 classes, who wish their child to carry an additional inhaler on their person and to self-administer will be asked to complete the Self Administration section of the school's Parental Request for the Administration of Medication Form. Only in this instance will children be permitted to carry their own medication.

Staff will give due attention to hygiene, washing hands and wearing gloves as appropriate. Children whose parents/guardians wish them to administer their own medication will be encouraged to do likewise.

The school will not make changes to prescribed dosages or instructions from parents/guardians. If a child refuses to take medicines, staff will not force them to do so, but will inform the parents/guardians 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.

Pupil's Health Care Plan

When a parent requests medication to be administered to a pupil at school, the school should 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:

- a written request together with a statement of the pupil's condition and requirements must be made available to the school (Form 2: Request by Parent for School to Administer Medication)
- the school must decide on the way in which the school will meet the pupil's requirements (Form 3: School's Agreement to Administer Medication)
- ensure appropriate training and appropriate medical advice is available from medically qualified persons, i.e. pupil's GP, Specialised Nurse, School Health Teams
- the school must ensure that a sufficient number of staff are trained in order to cover absences (Form 4: Staff Training Record)
- train staff on how to call emergency services.

Emergency Procedures

All staff should know how to call the emergency services. (Form 5: Emergency Planning)
All staff should know who is responsible for carrying out emergency procedures in the event of need.

Storage of Medicines

St. Oliver Plunkett Primary & Nursery School will ensure that:

- medicine containers are labelled with the name of the pupil, dose and frequency of administration and any expiry date
- where a pupil requires two or more medicines, these will be kept in their original container and never transferred to another container
- medicines are kept in a secure cupboard in the staffroom or in the child's classroom
- the trained staff and the pupil know where the medicines are stored
- a record is kept of all medication administered (Form 6: Record of Medication Administered)
- a regular check is made to ensure that a medicine is not out of date, e.g. Epi-pen.
- medicines will be returned to parents at the end of the school year

The Role of Parents/Guardians

Medication is the responsibility of parents/guardians. They should renew the medication when supplies are running low and ensure that the medication supplied is within its expiry date. Parents/guardians should also notify the school in writing if the child's need for medication has ceased.

Monitoring and Evaluation:

This policy will be reviewed annually.



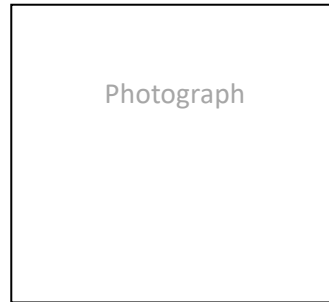
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Health Care Plan for a Pupil with Medical Needs

Name _____

Date of Birth _____

Condition _____



Class/Form

Date _____

Review Date _____

Name of School

Contact Information

Family Contact 1

Name _____

Phone No. (work) _____ (home) _____

Relationship

Family Contract 2

Name _____

Phone No. (work) _____ (home) _____

Relationship

Clinic/Hospital Contact

Name _____

Phone No.

G.P. _____

Name _____ Phone No. _____

Describe condition and give details of pupil's individual symptoms:

Daily care requirements, (e.g. before sport/at lunchtime):

Describe what constitutes an emergency for the pupil, and the action to take if this occurs:

Follow up care:

Who is responsible in an emergency: (State if different on off-site activities)



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Request by Parent for 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 medication.

Details of Pupil

Surname:

Forename(s)

Address:

M/F: _____

Date of Birth: _____

Class/Form: _____

Condition or illness:

Medication

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

For how long will your child take this medication:

Date dispensed: _____

Full direction for use:

Dosage and method:

Timing: _____

Special precautions:

Side effects:

Self-administration:

Procedures to take in an Emergency:

Contact Details



Name: _____

Daytime Telephone No:

Relationship to Pupil:

Address:



I understand that I must deliver the medicine personally to _____ and accept that this is a service which the school is not obliged to undertake.

Date: _____ Signature(s): _____

Relationship to pupil:



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Agreement of Principal

I agree that _____ (name of child) will receive _____ (quantity and name of medicine) every day at _____ (time medicine to be administered e.g. lunchtime or afternoon break).

_____ (name of child) will be given/ supervised whilst he/she takes their medication by _____ (name of member of staff).

This arrangement will continue until _____ (either end date of course of medicine or until instructed by parents).

Date: _____

Signed: _____ (The Principal/Named Member of Staff)



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Staff Training Record -Administration of Medical Treatment

Name:

Type of training received:

Date training completed:

Training provided by:

I confirm that _____ has received the training detailed above and is competent to carry out any necessary treatment.

Trainer's signature: _____ Date: _____

I confirm that I have received the training detailed above.

Staff signature: _____ Date: _____

Staff signature: _____ Date: _____

Suggested review date:



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Emergency Planning

Request for an Ambulance to:

Dial 999, ask for ambulance and be ready with the following information

1. School telephone number
2. School name, address and postcode
3. Give exact location in the school (insert brief description)
4. Give your name
5. Give brief description of pupil's symptoms
6. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to

