

St. Mary's Primary School, Fivemiletown

Administration of Medicines Policy



_____ (Principal)

_____ (Chair of Board of Governors)

LAST FULL POLICY REVIEW: March 2019
FULL POLICY REVIEW DATE: March 2021

St. Mary's Primary School

The Board of Governors and staff of St. Mary's PS wish to ensure that pupils with medication needs receive the 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. Children who have suffered a bout of vomiting or diarrhoea should not return to school for 48 hours after their last episode.

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/doctor. The pharmacy dosage label must still be attached.

Staff will not give a non-prescribed medicine to a child.

Only reasonable quantities of medication should be supplied to the school e.g. a maximum of 4 weeks' supply at any one time.

Where the pupil travels on school transport with an escort, parents should ensure that 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
- 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 the pupil. Unless otherwise indicated, all medication to be administered in school will be kept in a locked cabinet.

The school will keep records, which they will have available for parents.

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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 a Medication Plan and Protocol is drawn up, in conjunction with appropriate health professionals.

Where it is appropriate to do so, pupils will be encouraged to administer their own 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.

Members of 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 school trips away from the school premises, even if additional arrangements may 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.

This policy will be reviewed as the need arises but at least every two years.