



Administering Medication In School

December 2017



Vision Statement:

In our school:

'We work together, We play together, We pray together.'

Mission Statement

In St Patrick's we aim to provide an education rooted in the Catholic Faith that helps everyone reach their full potential. We endeavour to provide our pupils with the opportunity to obtain the skills necessary for their futures. We will provide them with a safe, caring and happy school in which they are all valued as individuals and where their academic, emotional, physical and spiritual needs are nurtured in a family atmosphere.

Aims:

- A broad and balanced curriculum which will provide learning opportunities for each young person to develop as:
 1. an individual
 2. a contributor to society; and
 3. a contributor to the economy and the environment.
- An awareness of his/her own talents, skills and abilities
- A lively and enquiring mind, the ability to question and make informed decisions
- A love of learning, a knowledge of how to learn and the motivation to produce his/her best
- Effective communication between all members of the school community
- An awareness of the immediate environment and an attitude which leads to self-discipline, independence, courtesy, good manners and respect for everyone
- A knowledge and understanding of the wider world in which we live, of the interdependence of individuals, groups and nations and a tolerance of other religions and ways of life.

The staff, pupils, parents and governors are fully committed to the aims of St Patrick's and have a strong sense of loyalty to the school. Parents and staff work well together in partnership in the children's education. Parents are welcome in school and are given clear information about their children's progress, the school's curriculum and the day-to-day organisation of the school. Parents' views are taken into account in the School Development Plan.



INTRODUCTION

The Board of Governors and staff of St Patrick's PS Saul 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 school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so.**

A partnership approach with close cooperation between the school, parents, health professionals and other agencies will provide a supportive environment for any pupils with medication needs to enable them to participate fully in school activities.

The administration of medicines is the responsibility of parents and those with parental responsibility. It must be noted that the dosage of many medicines can be arranged to permit medicine to be given to children before or after school – not during school wherever possible.

<p>PLEASE NOTE THAT PARENTS SHOULD KEEP THEIR CHILDREN AT HOME IF ACUTELY UNWELL OR INFECTIOUS.</p>
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PARENTAL RESPONSIBILITY

Parents are responsible for providing the School with comprehensive information regarding the pupil's condition and medication. (These responsibilities apply mainly to children who require medication on a regular basis for a sustained period of time.)

Parents are responsible for:

- Making sure that their child is well enough to attend school. A child's own doctor is the person best able to advise whether the child is fit to be in school and it is for parents to seek and obtain such as advice as necessary;
- Making the school aware that their child requires medication;
- Reaching agreement with the school on their role in helping with each child's medication;
- Providing the school with the original written medical evidence about their child's medical condition and treatment or special care needed at school;
- Providing the school with written instructions and making a written agreement, details of the dosage and when medication is to be administered, are essential;
- Ensuring any changes in medication or condition are notified promptly;
- Providing sufficient medication and ensuring it is correctly labelled;
- Disposing of their child's unused medication; and giving written permission for the pupil to carry his/her own medication;
- Keeping their children at home if acutely unwell or infectious.



MEDICATION

- Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. Any parents requiring the school to administer medicines to their child should complete 'Consent Form for Administering Medication at School' which can be obtained from the school office or is available to download from the school website.
- Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

LONG TERM MEDICATION

- 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.
- 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.

LABELLING OF MEDICATION

Each item of medication must be delivered to the Principal or Office by the child's 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
- ✓ Date of dispensing
- ✓ Storage requirements (if important)
- ✓ Expiry date

The school will not accept items of medication in unlabelled containers.

STORAGE OF MEDICINES

All prescription medicines will be stored in the staffroom (or the fridge in staffroom if appropriate) with the appropriate form completed and filed in the 'Record of Medicines Administration to Children' file.

RECORDS

- all consent forms for administering medication in school will be stored in the 'Record of Medicines Administered' file.
- Every time a child takes medicine in school (including inhalers) a St Patrick's PS Saul Administration of medicine form will be completed by relevant staff member filling in



details of medicine and dosage given at what time. This will be kept in the Record of Medicines Administered' file.

REFUSAL TO TAKE MEDICATION

If children refuse to take medicines, staff will not force them to do so (This does not apply to use of EPI Pen or Glycogen hypo kits), and school will inform the parents of the refusal, as a matter of urgency, on the same day. This will also be recorded in the Record of Medicines Administered' file. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

CHANGES IN MEDICATION

- It is the responsibility of parents to notify 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, only those prescribed by doctor in writing.

DISPOSAL OF MEDICATION

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. Medicines past their date of expiry or those no longer required for treatment will be returned to the parent for safe disposal.

STAFF TRAINING

- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with School Health Service. E.g. training by diabetic nurse.
- Staff will be offered the chance to go to the Centralised Health Awareness training every 2 years.
- Designated First Aiders will attend refresher courses when necessary.

EDUCATIONAL TRIPS

The school will make every effort to continue the administration of 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.

All staff will be made aware of the procedures to be followed in the event of an emergency.



TEMPORARY ADMINISTRATION OF MEDICATION

CONSENT FORM FOR ADMINISTERING MEDICATION IN SCHOOL

NAME OF PUPIL:

CLASS:

TEACHER:

I request permission for my daughter/son to be given the following medication by a designated member of staff or class teacher during school hours.

Medication:

.....

Dosage:

.....

When Taken:

Doctor's Name:

Doctor's Telephone No.

I understand that whilst all best efforts will be made, staff at St Patrick's PS accept no responsibility for omitting to administer this medicine or administering the medicine at a time different from that specified above.

Signed(Parent/Guardian):

Date:

Please note that this form relates to temporary administration of medication. Any child requiring ongoing medication requires a personal medical care plan which will be discussed and agreed with the Principal and signed by all who have input to the plan.



St Patrick's Primary School Saul

REQUEST FOR THE 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

Surname: _____ Forename: _____

Address: _____

Class: _____

Medication

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

Name/type of medication (as described on the container): _____

Date dispensed: ____/____/____ Expiry date: ____/____/____

Full directions for use:

Dosage & method: _____

NB Dosage can only be changed on a Doctor's instructions

When taken: _____

Special precautions: _____

Are there any side effects that the School needs to know about?

Self Administration: Yes/No (delete as appropriate)

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Signed(Parent/Guardian):



Date:

Please note that this form relates to temporary administration of medication. Any child requiring ongoing medication requires a personal medical care plan which will be discussed and agreed with the Principal and signed by all who have input to the plan.