

POLICY

FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL



Consultation Dates	Sept-Dec 2022
Approval by Governors	January 2023
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CARR'S GLEN PRIMARY AND NURSERY SCHOOL

1. INTRODUCTION

The Board of Governors and staff of Carr's Glen Primary and Nursery School recognise that there are pupils who may need to take medication during school hours for long or short term medical needs, or in emergency situations. 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.

2. RESPONSIBILITIES

- 2.1. Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication.
- 2.2. Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.
- 2.3. Staff will not give a non prescribed medicine to a child unless there is specific prior written permission from the parents.
- 2.4. The school cannot accept items of medication in unlabelled containers. If children refuse to take medicines, staff will not force them to do so, and will inform the parents.
- 2.5. Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- 2.6. Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.
- 2.7. 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:

EDUCATION AUTHORITY
CARR'S GLEN PRIMARY AND NURSERY SCHOOL

- 2.8. pupil's name
- 2.9. name of medication
- 2.10. dosage
- 2.11. frequency of administration
- 2.12. date of dispensing
- 2.13. storage requirements
- 2.14. expiry date

1.5.8 Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet.

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

1.5.10 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. 1.5.11 It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

1.5.12 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.

1.5.12 The school will not make changes to dosages on parental instructions.

1.5.13 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.

1.5.14 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.

1.5.15 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.

EDUCATION AUTHORITY
CARR'S GLEN PRIMARY AND NURSERY SCHOOL

- 1.5.16 Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.
- 1.5.17 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.
- 1.5.18 All staff will be made aware of the procedures to be followed in the event of an emergency.

SAFETY MANAGEMENT

- 1.6.1 All medicines may be harmful to anyone for whom they are not prescribed. Where a school agrees to administer this type of medicine the employer must ensure that the risks to the health of others are properly controlled. This duty derives from the Control of Substances Hazardous to Health Regulations 2002, (COSHH).
- 1.6.2 The Medicines Act 1968 places restrictions on dealings with medicinal products, including their administration. In the case of prescription only medicines anyone administering such a medicinal product by injection must be an appropriate medical practitioner, e.g. a doctor, or else must act in accordance with the practitioner's directions and authority.
- 1.6.3 There are exceptions for the administration of certain prescription only medicines by injection in emergencies (in order to save a life). An example of an exception is injection by a fully assembled syringe and needle delivering a set dose of adrenaline by intramuscular injection in the case of anaphylactic shock. Examples are EpiPen® and Anapen®. There are also junior versions for use in children.

STORING MEDICATION

- 1.6.4 In a school where staff have volunteered to administer medication and where the Principal has agreed to this, the Principal is responsible for making sure that

EDUCATION AUTHORITY
CARR'S GLEN PRIMARY AND NURSERY SCHOOL

medicines are stored safely.

1.6.5 Schools should not store large volumes of medication. Parents should be asked to supply weekly or monthly supplies of the doses to be taken at school. Schools should only store, supervise and administer medicine that has been prescribed for an individual child. Medicines should be stored strictly in accordance with product instructions, (paying particular note to temperature), and in the original container in which dispensed. Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. This should be straight forward if medicines are only accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions.

1.6.6 Where a pupil needs two or more prescribed medicines, each should be in a separate container. Non health care staff should never transfer medicines from their original containers.

1.6.7 If the school locks away medication that a pupil might need in an emergency, all staff should know where to quickly obtain keys to the medicine cabinet.

1.6.8 Careful note should be taken of any requirements regarding the temperature at which the medication should be stored. Some medicines need to be refrigerated. Medicines can be kept in a refrigerator containing food, but should be in an airtight container and clearly labelled. If a school has to store large quantities of medicines then a lockable medical refrigerator should be considered. The school should restrict access to a refrigerator holding medicines. Ideally the fridge should be fitted with a minimum and maximum thermometer. 1.6.9 Local and community services pharmacists may give advice to schools about storing medicines.

3. HEALTH CARE PLAN

3.1. When a parent requests medication to be administered 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.:

EDUCATION AUTHORITY
CARR'S GLEN PRIMARY AND NURSERY SCHOOL

- 3.2. 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);
- 3.3. The school will consult with the relevant medical professionals then decide on the way in which the school will meet the pupil's requirements (Form 3: School's Agreement to Administer Medication);
- 3.4. The school will ensure that appropriate training and appropriate medical advice is available from medically qualified persons, i.e. Pupil's GP, Specialised Nurse, School Health Teams;
- 3.5. The school will ensure that a sufficient number of staff are trained in order to cover absences (Form 4: Staff Training Record);
- 3.6. Two members of staff will always be present when administering medication which could expose staff to allegations of assault or sexual abuse, e.g. administering rectal Diazepam;
- 3.7. Staff will be trained on how to call emergency services;
- 3.8. Where appropriate pupils will be encouraged to administer their own medication under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their own medication in school e.g. inhalers. (Form 3)

4. SCHOOL TRIPS

- 4.1. The school will make every effort to accommodate pupils with medication needs whilst away on school trips;
- 4.2. A risk assessment will be carried out to determine necessary adjustments to be made;
- 4.3. Where necessary, the parent may be required to accompany their child;
- 4.4. Please refer to the Department of Education guidance booklet "*Educational Visits, Policy, Practice and Procedures*".
http://www.deni.gov.uk/educational_visits_2009.pdf

EDUCATION AUTHORITY
CARR'S GLEN PRIMARY AND NURSERY SCHOOL

GUIDANCE DOCUMENTS

<https://www.eani.org.uk/school-management/health-safety/guidance-documents>:

First Aid at Work

Supporting Pupils with Asthma

Supporting Pupils with Medical Needs

Management of Health and Safety in Schools

Educational Visits