

GUIDANCE FOR THE  
ADMINISTRATION &  
STORAGE OF MEDICINES

FOR

ST. MALACHY'S P.S.  
AND NURSERY UNIT

CAMLOUGH

## **Guidance for the administration and storage of medicines**

NB. Pupils who are unwell should not be sent to school.

### **Teachers and the administration of Medicines in schools**

No teacher can be requested to administer medicine or drugs to a pupil.

Teachers, including Principal, should refuse to accept responsibility for the administration of medication to pupils where:

- a) The timing of its administration is critical to the health of the child; or
- b) Some technical or medical knowledge and/or training is required; or
- c) Intimate contact with the pupil is necessary.

Any teacher who takes responsibility for administering medicines must have clear instructions re. administration and this must be strictly followed.

### **First Aid**

It is important to remember that First Aid is to be provided for accidents, emergencies or illnesses which are unexpected and not part of a series. St Malachy's has two first aiders: - Mr Kearns and Miss Frame. A first aid box is stored in every classroom, the Principal's and the secretary's offices.

In the event of an accident/emergency the child's parents will be informed and asked to take the child to hospital. Only in extreme cases will a member of staff take a child to hospital.

If an ambulance is required – parents will be contacted and if necessary, a member of staff will accompany the child in the ambulance.

**NB** A member of school staff cannot give permission for any treatment at casualty.

### **Arrangements in school**

Whenever possible, parents should come into school to administer medication. Where this is not possible the following procedures will operate:

- a) The smallest possible dose should be brought to school, preferably by the parent, with clear written instructions for administration giving the name of the pupil. Glass containers are unsuitable to be carried by pupils.
- b) The medicine should not be kept by the pupil but in a locked cupboard out of reach of pupils. Certain medicines, however, such as inhalers used by asthmatic children, will be kept in a readily accessible area at all times of the school day eg. teacher's desk drawer etc.
- c) The medicine should be self-administered, if possible, under the supervision of an adult. This may be the Principal or someone acting with the Principal's authority. A written record of the date and time of the administration should be made and kept.

