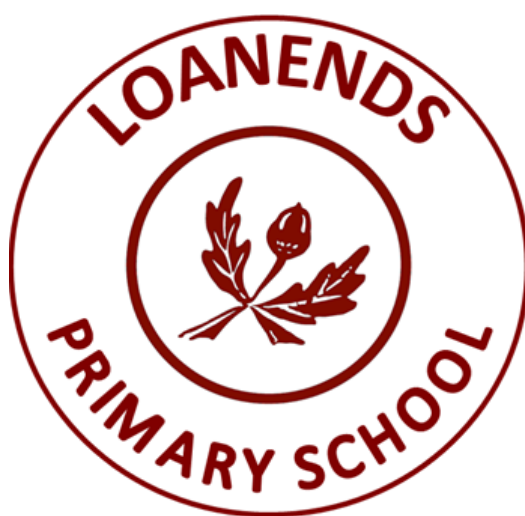


LOANENDS PRIMARY SCHOOL

Policy for Supporting Pupils with Medication Needs



September 2009

Reviewed September 2011

Reviewed September 2013

POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

Legal Duty:

Principals and teachers are not contractually required to administer medicines to pupils. This is a voluntary role, although some non teaching staff may be employed on a contract, which requires them to carry out certain medical procedures.

Indemnity Policy:

If a member of staff administers medication to a pupil or undertakes a medical procedure to support a pupil and as a result, expenses, liability, loss claim or proceedings arise, the employer (Education Authority) will indemnify the member of staff provided all the following conditions apply:

- a. The member of staff is a direct employee.
- b. The medication/ procedure is administered by the member of staff in the course of, or ancillary to their employment.
- c. The member of staff follows:
 - The procedures set out in this guidance;
 - The school's policy;
 - The procedures outlined in the individual pupil's Medication Plan, or written permission from parents and directions received through training in the appropriate procedures.
- d. Except as set out in the note below, the expenses, liability, loss, claim or proceedings are not directly or indirectly caused by and do not arise from fraud, dishonesty or a criminal offence committed by the member of staff.

NOTE: condition d does not apply in the case of a criminal offence under Health and Safety legislation.

Teachers (who volunteer to administer medication) are responsible for:

- Understanding the nature of a pupil's medical condition and being aware of when and where the pupil may need extra attention;
- Being aware of the likelihood of an emergency arising and the action to take if one occurs;
- Taking part in appropriate training and being aware of the possible side effects of the medication and what to do if they occur;

The Principal will accept responsibility in principle for members of the school staff giving prescribed medication during the school day **where those members of staff have volunteered to do so and where parents have provided all the appropriate information as set out below.** The appropriate forms are available on request from the school office.

Parents should note that:

- **they should keep their children at home if acutely unwell or infectious.**
- **staff will not administer any non-prescribed medicine.**

- **it is now accepted that the dosage of many medicines can be arranged to permit medicine to be given to children before or after the school day. Parents should only ask for medicine to be administered in school when it is essential.**
- **The Board of Governors, after consultation with the relevant authorities, reserve the right to refuse a pupil entry into school where it is assessed that appropriate administration of medicine cannot be guaranteed in order to ensure that pupil's safety.**
- **The only exception to the above is in the event of a Residential Trip. In this case, parents will be asked to sign a consent form for the administration of general medicines and will also be asked to complete the relevant forms for prescribed/routine medication.**

1. Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication. **FORM AM 1**

2. Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. **FORM AM 2**

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

4. Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

5. 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. The same applies to pupils who are transported to or from school by Nurseries.

6. Each item of medication must be delivered to the Principal or Mrs Mullan (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.
- . Date of dispensing.
- . Storage requirements (if important).
- . Expiry date.

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

7. Medication will be kept in a secure place, out of the reach of pupils.

8. Where it is appropriate to do so, pupils will be encouraged to administer their own medicines. Staff will not undertake supervision of this and parents will be asked to confirm in writing, if they wish their child to carry and administer their own medication. **Form AM 3.**

9. The school will keep records, which they will have available for parents. **Forms AM 4 and AM 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.

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

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.

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

14. 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. It is the parents' responsibility to provide the school with a sharps box.

15. For each pupil with long-term or complex medication needs, the Principal, will ensure that a Medication Plan (as assessed by a Health Professional) and Protocol is drawn up, in conjunction with the appropriate health professionals.

16. Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service. **FORM AM 6.**

17. All staff will be made aware of the procedures to be followed in the event of an emergency. *Ref:* **EMERGENCY CALL FORM.**

Educational Trips

- A copy of any Medication Plan (as assessed by a Health Professional) plus required medication must be taken on visits.
- At times it may be appropriate that an additional supervisor/parent accompany a particular pupil.
- 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.

Sporting Activities

- At times physical activity may have to be modified.
- Pupils will be allowed immediate access to their medication if necessary, for example a pupil with asthma may need to take their inhaler before exercise.

Confidentiality

Medical information regarding a pupil will be confidential. The Principal will determine, with parental permission, who else will have access to records and information about a pupil's medical needs.

The teacher will not disclose details of a child's condition without the consent of the Principal (who should have previously received parental consent). When consent is given, the situation will be handled as sensitively as possible.

Coordination of information with transferring schools

The Principal or Authorised Person (Mrs Mullan) will be responsible for the coordination and sharing of information with other schools as deemed appropriate and after having consulted with the parents.

Monitoring and Review

The Board of Governors will keep this policy under review and will amend as appropriate in light of advice from Health Professionals or the Employer.