



St. Nicholas' Primary School
Minorca Place
Carrickfergus
Co. Antrim
BT38 8AU

St Nicholas' Primary School, Carrickfergus

Medication Administration Policy.



Introduction

St Nicholas' Primary School is committed to the development of each child's full potential in a climate of joy, challenge, co-operation and celebration in partnership between Home, School and Parish.

As a caring, Catholic school we have a responsibility and duty of care to ensure the promotion of the health and well-being of our pupils. Our attendance policy requires that where possible, pupils should attend school regularly however, illness (short and long-term) can occur and on these occasions, pupils may need to take medication.

In line with best practice, schools are not authorised to administer medication to pupils and both Teaching and Non-Teaching Unions advise their members not to do so.

However, in extreme cases, 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 and where parents have provided all the information required as set out below.



Principal: Miss G Doherty

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www.stnicholasps.org.uk

It is important to note:

- 1. Parents should keep their children at home if unwell or acutely infectious.**
- 2. Staff will not administer any non-prescribed medicine.**
- 3. It is now accepted that the dosage of many medicines can be arranged to permit medicine to be given to children before or after school. Parents should make this request to their GP and should only ask for medicine to be administered in school when this option is unsuitable.**
- 4. The Governors (having consulted with the School Health Service/Designated Medical Officer/CCMS) reserve the right to refuse a pupil entry into school where it is assessed that appropriate supervision/administration of medication cannot be guaranteed in order to ensure that pupil's safety.**

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 and where parents have provided all the information required as set out below.

This must be done by providing all of the following information to the school in writing
– this information should be given to the school office.

- **Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication.**
- **Staff will not give non-prescribed medication to a child.**
- **Only reasonable quantities of medication should be supplied to the school.**



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- 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 during respite care.
- Each item of medication must be delivered to the School Office for the attention of the Principal, 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
 - Expiry date



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

- Medication will be kept in a secure place, out of reach of pupils.
- 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.
- 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.
- The school will not make changes to dosages on parental instructions.
- All staff will be made aware of the procedures to be followed in the event of an emergency.

Geraldine Doherty (Principal)
Reviewed Annually for Parent/Carer Information Packs



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