

Glenann Primary School



Administration of Medication Policy

September 2025

Introduction

The Board of Governors and staff at Glenann Primary School are committed to ensuring that pupils requiring medication receive appropriate care and support during the school day. While the preferred arrangement is for parents or guardians to administer medication, the school will, where feasible, accommodate requests to assist with the administration of essential medicines—such as those required for conditions including epilepsy, diabetes, asthma, or anaphylaxis—provided appropriate procedures and safeguards are in place.

Roles and Responsibilities

The principal acknowledges, in principle, responsibility for staff members who voluntarily agree to administer or supervise the administration of prescribed medication to pupils during the school day. This support will be provided in accordance with established school procedures and safeguarding protocols.

Please note that parents/guardians should keep their children at home if acutely unwell or infectious.

Parents/guardians are responsible for providing the principal with comprehensive information regarding the pupil's condition and medication.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent/guardian. Parents/guardians will be required to complete the form, *'Request for a School to Administer Medication' (AM2 Form)*.

Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

Arrival of Medication in School

Medication supplied to the school should be limited to quantities appropriate for the pupil's needs during the school day. All medication must be handed directly to the principal or class teacher by the parent or guardian. It should be contained in its original packaging, clearly labelled and securely sealed, as dispensed by a pharmacist.

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 Medication

All medication brought into school will be stored securely in the principal's office, ensuring it remains inaccessible to pupils at all times. Unless specific arrangements have been made, any medication requiring administration during school hours will be kept in a locked cupboard or refrigerator within the principal's office.

Further Information

The school will keep records of all medication administered.

The school will make every reasonable effort to ensure that pupils requiring medication continue to receive appropriate care during educational visits or activities off school premises. This may involve making additional arrangements to facilitate safe administration. However, in circumstances where adequate supervision or medical support cannot be assured, it may not be possible for a pupil to participate in the trip.

If a child refuses to take medicine, staff will not force them to do so and will inform the parents/guardians 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/guardians to notify the school if the pupil's need for medication has ceased.

It is the parents/guardian's 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.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent/guardian at the end of each term.

Date expired medicines or those no longer required for treatment will be returned immediately to the parent/guardian for transfer to a community pharmacist for safe disposal.

For each pupil with long term or complex medication needs, the principal will ensure that a 'Medication Care Plan for a Pupil with Medical Needs' (AM1) is completed and protocol is drawn up, in conjunction with the appropriate health professionals. Risk assessments will also be carried out where required.

A record will be kept in the classroom of all medicines administered to children. 'Record of Medicines Administered to all children' (AM5)

It is not advised nor recommended for pupils to carry their own medication.

A record will be kept in the principal's office of all medicines administered to children. 'Record of Medicines Administered to all children' (AM4)

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service. Records of staff training will be kept by the principal. Record of Medical Training for Staff (AM6)

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

Approval of Administration of Medication Policy

Approved by Board of Governors

Acting Chairperson: *Mr F Close*

Date: 23 / 09 / 25

Acting Principals: *Mrs Bailey and Miss Loughrey*

Date: 23 / 09 / 25

Date of Next Review: September 2027