

# St. Patrick's Primary School



## Administration Of Medication Policy

Ratified by the Board of Governors on Tuesday, 23<sup>rd</sup> October, 2012.

Reviewed Biannually

Next Review Date: Autumn, 2024.

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**Rationale:**

The Board of Governors and staff of Saint Patrick's Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Board Of Governors 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.

**Aims:**

- ✚ To highlight that teachers are not compelled to administer medication if they choose not to.
- ✚ To highlight the responsibility of parents.
- ✚ To ensure the safety of all pupils in our care.

**Roles And Responsibilities:****Parents**

The prime responsibility for a pupil's health rests with the parent/guardian.

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

At the start of the school year, parents must complete a medical form indicating any medical illness their child has. The parent is also advised that teachers are not compelled to administer medication.

If a pupil needs to bring a prescribed medicine into school, the following guidelines **must** be adhered to:

- ✚ Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication through the Data Collection Sheet sent out at the start of every school year.
- ✚ A note from the parent (in his/her child's Home School Messages Book) explaining the nature of the illness and the dosage required must be sent with the pupil
- ✚ Each item of medication must be delivered to the Principal or class teacher, in normal circumstances by the parent, in a secure and labelled container as originally dispensed.
- ✚ The medicine container must be labelled with the pupil's name, the name of the medication, the dosage, the frequency of administration, the date of dispensing, the storage requirements (if important) and the expiry date.
- ✚ The parents must hand the medicine to their class teacher.
- ✚ Parents must fill in and complete a consent form, giving permission for the medicine to be administered by a particular teacher/first aider. (See Appendix1). Prescribed medication will not be accepted in school without these complete written and signed instructions from the parent.
- ✚ Parents must notify the school in writing if the pupil's need for medication has ceased.

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- ✚ It is the parent'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.

**Please note that the school will not accept items of medication in unlabelled containers.**

### **Staff**

- ✚ Staff will not give a non-prescribed medicine to a child.
- ✚ 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.
- ✚ Medication will be kept in a secure place, out of reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet. Staff will ensure that only the pupil for whom the medicine is prescribed, takes the medicine.
- ✚ Two members of staff will be present when administering medication.
- ✚ All staff are aware of how to call emergency services.
- ✚ All staff know that the Principal or, in her absence, a class teacher is responsible for carrying out emergency procedures in the event of need.
- ✚ Staff and the pupil know where the medicine is stored and who holds the key.
- ✚ A record is kept of all medication administered.
- ✚ Staff regularly check that that medicine is not out of date.
- ✚ 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.
- ✚ Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements with the School Health Service.
- ✚ All staff will be made aware of the procedures to be followed in the event of an emergency.

### **Principal**

- ✚ 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.
- ✚ The Principal, Mrs. Keira McCallan, should ensure that appropriate training is available from medically qualified persons, i.e., pupil's GP, specialised nurse, St. John's Ambulance, the Education Authority, etc.
- ✚ Mrs. Keira McCallan will ensure that procedures are followed correctly.

### **School Trips**

Sometimes St. Patrick's P.S., Eskra may need to take additional safety measures for outside visits. Arrangements for taking any necessary medication may also need to be taken into consideration.

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Staff supervising excursions should always be aware of any medical needs and relevant emergency procedures. Sometimes an additional supervisor may 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.

Please note that the school is not responsible for the administration of medication on the journey to and from school.

**Monitoring And Review:**

This policy will be reviewed and evaluated annually.

This policy was ratified on 23<sup>rd</sup> October, 2012.

This policy was reviewed on: 19<sup>th</sup> December, 2013.

2<sup>nd</sup> December, 2014.

10<sup>th</sup> December, 2015.

15<sup>th</sup> December, 2016.

27<sup>th</sup> March, 2018.

20<sup>th</sup> December, 2022.

🚧 This policy wasn't reviewed in 2020 due to Covid 19.

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