

ST JOSEPH'S PRIMARY SCHOOL



The Administration of Medication in School Policy.

Reviewed January 2024

POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

The Board of Governors and staff of St Joseph's Primary School, Strangford wish to ensure that pupils with medication needs receive appropriate care and support at school. 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.**

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

- Parents 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.
- 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.
- Each item of medication must be delivered to the Principal or 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.

- Medication will be kept in a secure place, out of the reach of pupils.
- Unless otherwise indicated all medication to be administered in school will be kept in the front office (pupils do not have access to the office). The school will keep records, which they will have available for parents.
- 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.
- It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
- 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, with particular reference to adrenaline injectors such as jext pens and allergy medication such as cetirizine/piriton.
- 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 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.

- For each pupil with long term or complex medication needs, the Principal, will ensure that a Medication/Care Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.
- For pupils who need emergency medication for example for Epilepsy and Diabetes, relevant staff will undergo appropriate training relevant to the needs of the pupil/s and know what to do in the event of a medical emergency.
- 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.
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.
- 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.
- All staff will be made aware of the procedures to be followed in the event of an emergency.

Allergies

- Pupils with care plans for allergies: all staff will be made aware of children with allergies and be familiar with their individual care plan. Care plans will be visible both in the child's classroom and in the front office and a copy also kept in the child's pupil folder.
- For food allergies, the Principal will meet annually in August with the catering supervisor and the child's parent(s) to discuss specific children's dietary requirements. The child's individualised menu and photograph will be visible in the school meals kitchen for ease of reference.
- All staff will be trained (every 2 years) in using an autoinjector pen by the community public health nursing team. Staff will also access online training via EA annually.

Development, Monitoring, Review and Evaluation of Policy

This policy has been drawn up in consultation with staff and will be monitored, evaluated and updated annually to take cognisance of future developments and changes in the legislation.

Signed Principal: _____

Signed Board of Governors: _____