

Administration of Medication Policy



Ballyhenry Primary School

"Achieving Potential in a Caring Environment."

| Agree Date | Review Date | Person Responsible |
|---|-------------|--------------------|
| 2021 | 2023 | Mrs. L Knocker |
| Date ratified by Board of Governors: 21-04-21 | | |

This policy represents the agreed principles for **administration of medication** throughout the school.

ETHOS of BALLYHENRY PRIMARY SCHOOL

The ethos, or the distinctive character and atmosphere of Ballyhenry Primary School, should reflect how the school promotes the moral, intellectual, personal and social development of its pupils. It provides the context within which children feel secure, free from emotional and physical harm, and able to discuss their interests and voice their fears and concerns, confident that they will receive a sympathetic and supportive response. It should inform and reassure the parents that their children are being educated in a safe and caring atmosphere. How children are treated when they require support for intimate care is underpinned by the school's ethos.

Ballyhenry Primary School is a Rights Respecting School which means that everyone puts the rights of children at the heart of our school. These rights are outlined in the UN Convention on the Rights of the Child. The most relevant rights to this policy include:

Article 3

All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children.

Article 19

You have the right to be protected from being hurt and mistreated, in body or mind.

Article 24

You have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment.

Article 28

You have the right to a good quality education. You should be encouraged to go to school to the highest level that you can.

Article 29

Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people.

Medical Register

Children with long-term medical conditions (e.g. asthma, diabetes, food allergies) need to be placed on the medical register. The school is required by law to have medical proof of these conditions. This can be a letter from the doctor or a copy of the child's prescription. It is the responsibility of parents/carers to provide the medical evidence and to ensure that the school is kept up to date with any changes in their child's medical condition.

Protocol for the Administration of Medication in Ballyhenry Primary School.

1.5.1 The Board of Governors and staff of Ballyhenry Primary School 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. This is vital as there are children in school with compromised immune systems.

1.5.2 Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication.

1.5.3 Prescribed medication will not be accepted in school without complete written and signed instructions from the pupil's doctor i.e. prescription label.

1.5.4 The school will only make changes to dosages of prescribed medicines on written instructions of the pupil's doctor.

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

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

1.5.7 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.

1.5.8 Each item of medication must be delivered to the school office, in normal circumstances by the parent/carer. At the office a School Parental request for the Administration of Medication form must be completed. All medication must be presented in **a secure and labelled container as originally dispensed. The Administration of Medication forms can also be completed on-line via our app.**

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 required (*if important*)
- Expiry date

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

1.5.9 Unless otherwise indicated, all medication to be administered in school will be kept in a secure place out of the reach of children.

1.5.10 The school will keep records of medication administered that cannot be bought over the counter, which will be available for parents to inspect. Children on special care plans will be given medical assistance by the school staff in accordance with their care plan.

1.5.11 For each pupil with long term or complex medication needs, the Principal/Pastoral Care Co-ordinator will ensure that a **Medication Plan** and **Protocol** are drawn up, in conjunction with the appropriate health professionals/parents. This will include a record of trained staff and a list of medication to be given.

1.5.12 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.

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

1.5.14 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.

1.5.15 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.

1.5.16 Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service. This training will take place on an annual basis and whenever is reasonably sensible.

1.5.17 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 within the school staff. In accordance with the School's Educational Visits Policy, parents will then be expected to attend the trip to ensure their child's medical needs are being met.

1.5.18 Where a child uses an inhaler, one clearly labelled with the pupil's name and class must be lodged with the class teacher. Parents of pupils in P4-P7 classes, who wish their child to carry an **additional inhaler** on their person and to self administer will be asked to complete the Self Administration section of the school's Parental Request for the Administration of Medication Form. Only in this instance will children be permitted to carry their own medication.

Forms Required

AM1: This form should be completed by someone with parental responsibility on an annual basis for any pupil who has a long-term medical condition which may affect them in school. Medical evidence (e.g. a doctor's letter or a copy of the prescription is required).

AM2: This form should be completed by someone with parental responsibility for any pupil who is required to take medication in school. This includes both prescription medication and over the counter medication such as pain killers.

AM3: This form should be completed by someone with parental responsibility for any pupil who is required to take medication in school and intends to carry the medication themselves and self-medicate. Children are usually in at least P4 before they are able to carry their own medication. This would usually be used for pupils who have asthma.