



ADMINISTRATION OF MEDICATION POLICY



**Updated September 2022
Passed by Board of Governors:
Update Due: September 2024**

POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

The Board of Governors and staff of Greenisland Primary School wish to ensure that pupils with medication needs receive appropriate care and support, wherever possible, at school. The Governors recognise that the Principal, Vice Principal and Teachers are not contractually required to administer medicines to pupils and that anyone who has agreed to do so is acting as a volunteer.

PLEASE NOTE:

- Parents should keep their children at home if unwell or infectious
- Staff will not administer any non-prescribed medicine
- 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

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:

1. Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication - **FORM AM1**
2. Prescribed medication will not be accepted in school without complete written and signed instructions from the parent - **FORM AM2**
3. Staff will not give a non prescribed medicine to a child unless there is specific prior written permission from the parents
4. Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time)
5. 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.

6. Medication will be kept in a secure place, out of the reach of pupils
7. 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. **FORM AM3 (available from website or office)**
8. 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
9. It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased
10. 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.
11. The school will not make changes to dosages on parental instructions
12. 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
13. The school will keep records of administration of medication.
14. For each pupil with long term or complex medication needs, the Principal, will ensure that a Health Care Plan and Protocol is drawn up, in conjunction with the appropriate health professionals/agencies
15. Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service
16. 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 to ensure the full wellbeing of the child
17. All staff will be made aware of the procedures to be followed in the event of an emergency

Staff Indemnity Policy

If a member of staff administers medication to a pupil, or undertakes a medical procedure to support a pupil and, as a result, expenses, liability, loss, claim or proceedings arise, the employer will indemnify the member of staff provided all of the following conditions apply:

1. The member of staff is a direct employee
2. The medication / procedure is administered by the member of staff in the course of, or ancillary to, their employment
3. The member of staff follows
 - The procedures set out in this guidance;
 - The school's policy;
 - The procedures outlined in the individual pupil's Care Plan, or written permission from parents and directions received through training in the appropriate procedures
4. Except as set out in the note below, the expenses, liability, loss, claim or proceedings are not directly or indirectly caused by and do not arise from fraud, dishonesty or a criminal offence committed by the member of staff.

NOTE: Condition 4. does not apply in the case of a criminal offence under Health and Safety legislation.

Teachers (who volunteer to administer or supervise medication) are responsible for:

Understanding the nature of a pupil's medical condition and being aware of when and where the pupil may need extra attention;

- Being aware of the likelihood of an emergency arising and the action to take if one occurs;
- Taking part in appropriate training and being aware of the possible side effects of the medication and what you do if they occur; and
- Supervising pupils who self-administer medication, if this is required

Educational Trips

A copy of any Care Plan plus required medication must be taken on visits

- At times it may be appropriate that an additional supervisor / parent accompany a particular pupil
- Sadly, an occasion may arise where it will not be possible to include a pupil on a trip if appropriate supervision cannot be guaranteed.

Sporting Activities

At times physical activity may have to be modified

- Pupils should be allowed immediate access to their medication if necessary, for example a pupil with asthma may need to take their inhaler before exercise

Confidentiality

Medical information regarding a pupil will be confidential. The Principal will determine, with parental permission, who else will have access to records and information about a pupil's medical needs.

It is important that a teacher does not disclose details of a child's condition to other pupils without the consent of the Principal (who will have received parental consent previously). When consent is given the situation should be handled as sensitively as possible.

Dealing with Medicines Safely

Medicines may be harmful to anyone for whom they are not prescribed. It is the school's responsibility to ensure that the risks to the health of others are properly controlled (Control of Substances Hazardous to Health Regulations 2004, COSHH)

Strong Medications

Schools should not store large volumes of medication. If possible and practical, the parent will try to send with the pupil the required dose each day.

Controlled Medication

When the school stores medicines, the class teacher should ensure that it is kept in the supplied container and labelled with the name of the pupil, name and dose of the drug and frequency of administration. If a pupil needs two or more prescribed medicines, each should be in a separate appropriately labelled container. Medicines should not be transferred from their original containers. Containers containing controlled medications will be stored in the secretary's office and clearly labelled with the pupil's name.

Other Medications e.g. inhalers

Some medications such as inhalers must be readily available. Pupils who are able to manage their own medication safely and without risk to others should carry this themselves once necessary information and agreement has been given. Some medications may need to be refrigerated in the staff room refrigerator. These should be clearly labelled.

Access to Agreed Medications

Pupils will have access to the above medications as required. Special arrangements are made as necessary for pupils who may require emergency medication through individual 'Care Plans'. Medicines stored in school are only accessible to those for whom they are prescribed. Parents are specifically requested not to send any medication in pupils' bags without written requests and information to the Principal (via class teacher).

Hygiene/Infection Control

All staff are familiar with normal precautions for avoiding infection and must follow basic hygiene procedures such as washing hands thoroughly before and after every incident. Staff have access to protective disposable gloves and take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Emergency Procedures- link with Critical Incident Policy

All staff know how to call the emergency services. For pupils with potentially critical conditions, the emergency care plan is stored with relevant medication in the secretary's office. A copy of the emergency care plan is also held by the relevant class teacher. All staff are aware of key school personnel to call upon in the event of an emergency. All staff in Greenisland Primary have first aid training which is regularly updated.

A pupil taken to hospital by ambulance will be accompanied by a member of staff until the pupil's parent arrives. In an emergency situation, school staff will call an emergency ambulance.

Coordinating information

The school Principal or First Aid Coordinator will be responsible for liaising between agencies/parties concerned as appropriate.

Information for Staff

Staff who may need to deal with an emergency will need to know about a pupil's medical needs. A 'medical needs' register is maintained on SIMs and will be available for supply teachers' information. Class teachers will share relevant medical information with lunch time supervisors.

Staff Training

It is recognised that school staff may need to have further training / information about particular medical conditions. It is school policy to consult with medical staff and school medical services for advice and training. This training will be updated regularly, organised by the First Aid Coordinator (Mrs E Millar).

Intimate or Invasive Treatment

Refer to Personal Care Policy

GREENISLAND PRIMARY SCHOOL FORM AM1

MEDICATION PLAN FOR A PUPIL WITH MEDICAL NEEDS

Date _____

Review Date _____

Name of Pupil _____

Date of Birth / /

Class _____

National Health Number _____

Medical Diagnosis _____

Contact Information

1 Family contact 1

Name _____

Phone No: (home/mobile) _____

(work) _____

Relationship _____

2 Family contact 2

Name _____

Phone No: (home/mobile) _____

(work) _____

Relationship _____

3 GP

Name _____

Phone No _____

4 Clinic/Hospital Contact

Name _____

Phone No: _____

Plan prepared by:

Name _____

Designation _____

Date _____

Describe condition and give details of pupil's individual symptoms:

Daily care requirements (e.g. before sport, dietary, therapy, nursing needs)

Members of staff trained to administer medication for this child
(state if different for off-site activities)

Describe what constitutes an emergency for the child, and the action to take if this occurs

Follow up care

I agree that the medical information contained in this form may be shared with individuals involved with the care and education of

Signed _____

Parent/carers

Date _____

Distribution

School Doctor _____

Parent _____

School Nurse _____

Other _____

GREENISLAND PRIMARY SCHOOL FORM AM2

REQUEST FOR A SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the Principal has agreed that school staff can administer the medicine

Details of Pupil

Surname _____ Forename(s) _____

Address _____

Date of Birth ____/____/____ M ☐ F ☐

Class _____

Condition or illness _____

Medication

Parents must ensure that in date properly labelled medication is supplied.

Name/Type of Medication (as described on the container)

Date dispensed _____

Expiry Date _____

Full Directions for use:

Dosage and method _____

NB Dosage can only be changed on a Doctor's instructions

Timing _____

Special precautions _____

Are there any side effects that the School needs to know about?

Self-Administration

Yes/No (delete as appropriate)

Procedures to take in an Emergency

Contact Details

Name _____

Phone No: (home/mobile) _____
(work) _____

Relationship to Pupil _____

Address _____

I understand that I must deliver the medicine personally to _____
(agreed member of staff) and accept that this is a service, which the school is not
obliged to undertake. I understand that I must notify the school of any changes in
writing.

Signature(s) _____ **Date** _____

Agreement of Principal

I agree that _____ (name of child) will receive
_____ (quantity and name of medicine) every day at
_____ (time(s) medicine to be administered e.g. lunchtime or
afternoon break).

This child will be given/supervised whilst he/she takes their medication by
_____ (name of staff member)

This arrangement will continue until _____ (either end
date of course of medicine or until instructed by parents)

Signed _____ **Date** _____

(The Principal/authorised member of staff)

GREENISLAND PRIMARY SCHOOL FORM AM3

REQUEST FOR PUPIL TO CARRY HIS/HER MEDICATION

This form must be completed by parents/carers

Details of Pupil

Surname _____ Forenames(s) _____

Address _____

Date of Birth ____/____/____

Class _____

Condition or illness _____

Medication

Parents must ensure that in date properly labelled medication is supplied.

Name of Medicine _____

Procedures to be taken in an emergency _____

Contact Details

Name _____

Phone No: (home/mobile) _____
(work) _____

Relationship to child _____

I would like my child to keep his/her medication on him/her for use as necessary

Signed _____ **Date** _____

Relationship to child _____

Agreement of Principal

I agree that _____ (name of child) will be allowed to carry and self-administer his/her medication whilst in school and that this arrangement will continue until _____ (either end date of course of medication or until instructed by parents) _____

Signed _____ **Date** _____