



# **Administration of Medication Policy**

**Reviewed: August 2022**  
**Ratified by the Governors: October 2022**  
**Next review date: September 2025**

### **Mission Statement**

Loughries Integrated Primary School fosters a nurturing environment which encourages, supports, develops and challenges each child to reach their full potential. We endeavour to equip our pupils with the skills and qualities needed to work together for a shared future.

### **School Aims**

We aim to provide an integrated learning environment which encourages children to:

- have high self-esteem, based on self-respect, respect for others and their environment.
- develop attitudes of acceptance, tolerance, equality, honesty and trust.
- take responsibility for their own behaviour and actions and achieve their best across all areas of the curriculum.
- become confident, well-motivated and inquisitive life-long learners.
- whilst mainly Christian we will strive to create a school community which is fully inclusive and values the active contribution of all involved within the school.

### **Administration of Medicine Policy**

The School's 'duty of care' requires that all staff act in 'loco parentis' to the pupils entrusted to its care.

- **There is no legal duty that requires school staff to administer medication: this is a voluntary role.**

### **Important notes:**

- The administration of medication to children remains the responsibility of the parent or those with parental responsibility.
- Medication should only be taken to school when absolutely essential and with agreement of the Principal. The parent must complete a Medicine Administration Permission Form.
- Parents should be encouraged to request, **where possible**, that medication be prescribed in dose frequencies which enable it to be taken outside school hours.
- There are particular risks for young persons in taking aspirin and ibuprofen – these should only be administered under strict medical guidance.
- Please note that parents should keep their children at home if they are unwell or infectious.

### **Medication needs can be grouped into 3 categories:**

1. Short-term prescribed medication e.g. antibiotics. These children may return from absence still on medication.
2. Long-term conditions requiring medication e.g. asthma, ADHD, epilepsy, diabetes.
3. Pupils who may very rarely require medication to be given in an emergency e.g. child with allergies who has a medication plan – anaphylaxis needing adrenaline injection.

### **Confidentiality**

- Each pupil should be treated as an individual. The school should treat all medical information confidentially.
- The Principal should consult with parents as to who else should have access to records etc. regarding the pupil's medical needs.
- It is important that the school does not disclose details of any child's medical condition without consent of the parent and/or pupil. When consent is given the situation should be handled as sensitively as possible.

### **Medication in school: Roles and Responsibilities**

- This applies to those members of staff who have agreed to administer medication.
- A partnership approach is necessary between school, parents, health professionals and other agencies.

### **Policy for Administration of Medication in school**

- The Board of Governors and staff of Loughries Integrated Primary School wish to ensure that pupils with medication needs receive appropriate care and support in school. The Principal will accept responsibility in principle of 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.**

- 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.
- Staff will not give non-prescribed medicine to a child unless there is specific prior written permission from the parents.
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- 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 the First Aid Bag unless it is a medicine which needs to be kept in the fridge.
- Each class has a First Aid rucksack which is used to carry the medication. It is the responsibility of the class teacher to ensure that the rucksack is taken on every school trip and whenever the children are leaving the school e.g. the leisure Centre, Ards Evangelical Church etc.
- If children refuse to take medicines, staff will not force them to do so, and will inform 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.
- It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
- **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 doses without written parent 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 school year. 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 Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.
- 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.
- Chronic conditions such as asthma, epilepsy, anaphylaxis and diabetes will always be dealt with by the school but the administration of non-prescription medicines e.g. Calpol, Ibuprofen, throat sweets and cough medicine etc. will not continue. Exceptions to this must be discussed with the Principal.
- We will administer antibiotics to a recovering child, but only where the doctor has advised that medication must be administered in school time. We will not administer eye drops or ointments.
- There will always be exceptions to the rule and we want to reassure parents that we will accommodate individual exceptions in the best interests of the child where it is deemed necessary. This would always be arranged with the Principal.
- Every encouragement should be given to children to attend school. However, children who are clearly unwell and have, perhaps, been sick; have a high temperature; diarrhoea; have a contagious condition, such as impetigo, conjunctivitis or chickenpox, should not be sent to school.
- Once the children are better they should return to school unless they pose a risk of infection to others. Parents should follow the “**Guidance**”

**on infection control in schools and other childcare settings”** for advice contact [www.publichealth.hscni.net](http://www.publichealth.hscni.net) under publications.

- Please note that for reasons of safety, no child should carry and administer their own medication, or be responsible for administering medicine to a younger sibling. The only exception to this may be some asthma and anaphylaxis sufferers.
- **It is essential that contact telephone numbers are kept up to date in the event of illness or emergency. It is the responsibility of parents to inform the school Office if changes in contact details occur.**
- **Medicine Administration Permission Forms are available on the school website.**