

Kesh Primary School
and
Kesh Community Nursery



Administration of
Medicines

Reviewed in: November 2021

Ratified by the Board of Governors on: 18th November 2021

Next Review in: November 2024

Administration of Medicines Policy – Kesh Primary School

Kesh 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 were those members of staff have volunteered to do so.

A partnership approach with close cooperation between the school, parents, health professionals and other agencies will provide a supportive environment for any pupils with medication needs to enable them to participate fully in school activities.

The administration of medicines is the responsibility of parents and those with parental responsibility. It must be noted that the dosage of **many medicines** can be arranged to permit medicine to be given to children **before or after school** - not during school- wherever possible.

Parental Responsibility

Parents are responsible for **providing the Principal/Class Teacher** with comprehensive information regarding the **pupil's condition** and **medication**.

Parents are responsible for:

- Making sure that their child is well enough to attend school. A child's own doctor is the person best able to advise whether the child is fit to be in school and it is for parents to seek and obtain such advice as necessary;
- Making the school aware that their child requires medication;
- Reaching agreement with the Principal/Class Teacher on the school's role in helping with their child's medication;
- (If appropriate) providing the Principal/Class Teacher with the original written medical evidence about their child's medical condition and treatment or special care needed at school;
- Providing the Principal/Class Teacher with written instructions and making a written agreement. Details of the dose and when the medication is to be administered, are essential;
- Ensuring any changes in medication or condition are notified promptly;
- Providing sufficient medication and ensuring it is correctly labelled;
- Disposing of their child's unused medication; and giving written permission for the pupil to carry his/her own medication.
- Keeping their children at home if acutely unwell or infectious.

Medication

Prescribed medication will not be accepted in school without complete **written and signed instructions from the parent**. Staff will not give a 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).

Labelling of Medication

Each item of medication must be **delivered to the Principal/Class Teacher**, 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 unlabeled containers.

Storage of Medicines

Medication will be kept in a secure place, out of the reach of pupils.

Records

If appropriate/necessary the school will keep records, which they will have available for parents.

Refusal to take Medication

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, emergency services will be contacted.

Change in Medication

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. The school will only make changes to dosages on receipt of written instructions from the parent or doctor.

Disposal of Medicines

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 year. Date expired medicines or those no longer required for treatment will be returned immediately to the parent.

Long Term Medication Plan

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. Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision.

Staff Training

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service as deemed necessary by the Principal.

Educational Trips

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.

Responsibility of the Principal

The Principal is responsible for:

- the operation of the policy on the administration of medication and is therefore the main person responsible for the administration of medication in school and for developing detailed administrative procedures for meeting the medication needs of pupils;
- making sure that all parents are aware of the school's policy and procedures for dealing with medication needs and the school's approach to pupils who need to take medication at school;
- dealing sympathetically with each request from parents that medication be administered to their child at school;
- ensuring that parents' cultural and religious views are always respected;
- ensuring that all staff are aware of the policy and procedures;
- designating the coordination role to an "identified" person if required;
- ensuring that staff in contact with the pupil are:
 - ✓ informed about the child's condition;
 - ✓ informed about how to assist in meeting their needs in the classroom;
 - ✓ aware of the procedure for coping with an emergency associated with that medical condition; and
 - ✓ given appropriate support, advice and specialist training when necessary;
- ensuring that medicines are stored safely in a secure place
- ensuring that supply teachers or other visiting professionals know about the medication needs of individual pupils and how these are to be met;
- arranging back up cover for when the member(s) of staff, normally responsible for administering medication to a pupil, is (are) absent or unavailable;

Responsibility of Class Teacher and School Staff

It is understandable that some school staff may be naturally concerned about their ability to support a pupil with a medical condition, particularly if it is potentially life threatening. While referring to their role in pupils' welfare, teachers' conditions of employment do not include giving medication or supervising a pupil taking it, although staff **may** volunteer to do this.

There is no legal duty that requires school staff to administer medication.

Teachers and other school staff, 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 to do if they occur; and
- supervising pupils who self-administer medication, if this is required.

Responsibility of School Health Service

The School Health Service is responsible for providing a variety of services to schools including, health screening of pupils; immunisation; written advice to teaching staff on pupil health matters; and medical advice for special education where a child has special educational (including medical) needs; and health promotion activities.

The school nurse is the key healthcare professional with responsibility for the health of school age children. She will be the primary point of contact between the school and health services. She will oversee the health needs of children at school by working closely with the children, their families, school and health colleagues. The school nurse will oversee the compilation of individual Medication Plans.

Signed _____ Chairman of Board of Governors

_____ Principal

Date: 18th November 2021

Involved in the consultation of the policy - All members of the teaching staff

Shared with staff – November 2021

Review Date – November 2024

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.

Pupil's Name _____

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

I understand that I must deliver the medicine personally to the Class Teacher 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. I agree if the designated members of staff are not available to administer the medication the school will inform me/us and I/we will administer the medication.

Signature(s) _____ Date _____

Kesh Primary School and Community Nursery



Record of medicine administered to an individual child

Surname	
Forename (s)	
Date of Birth	___/___/___ M <input type="checkbox"/> <input type="checkbox"/>
Class	
Condition or illness	
Date medicine provided by parent	
Name and strength of medicine	
Quantity received	
Expiry date	___/___/___
Quantity returned	
Dose and frequency of medicine	

Checked by:

Staff signature _____

Parent signature _____

Date	___/___/___	___/___/___	___/___/___
Time given			
Dose given			
Any reactions			
Name of member of staff			
Staff initials			

Date	___/___/___	___/___/___	___/___/___
Time given			
Dose given			
Any reactions			
Name of member of staff			
Staff initials			

Date	___/___/___	___/___/___	___/___/___
Time given			
Dose given			
Any reactions			
Name of member of staff			
Staff initials			



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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/Guardians must ensure that in-date properly labelled medication is supplied.

Name of Medicine

Name (Parent/Guardian) _____

Phone No: (home/mobile) _____

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 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** _____

The Principal/authorised member of staff.

The original should be retained on the school file and a copy sent to the parents to confirm the school's agreement to the named pupil carrying his/her own medication.