

*St. Francis' Primary School
Drummaroad*



*Administration of Medicines Policy
Spring 2021*

Date Ratified	
Signature: Chairperson of the Board of Governors	
Signature: Principal	

The Board of Governors and staff of St Francis' 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.

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 on the school's role in helping with their child's medication;
- providing the Principal with the original written medical evidence about their child's medical condition and treatment or special care needed at school;
- providing the Principal with written instructions and making a written agreement. Details of the dose and when the medications 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

The Board of Governors

The Education and Libraries (Northern Ireland) Order 2003 places a duty on the Board of Governors of a grant aided school to safeguard and promote the welfare of registered pupils at the school at all times when such pupils are:

- on the premises of the school; or
- in the lawful control or charge of a member of the staff of the school.

The Board of Governors has general responsibility for:

- ensuring their school develops its own policies to cover the
- needs of the school;
- ratifying all of the school's policies;
- following the health and safety policies and procedures produced by the EA and CCMS; and
- taking account of the views of the Principal, staff and parents in developing a policy on assisting pupils with medication needs

The Principal will:

- sympathetically address each request from parents for medication to be administered to their children at school
- ensure that parents' cultural and religious views are always respected
- ensure that all staff are aware of the policy and procedures
- designate the co-ordination role to Mrs P O'Neill (as outlined in Paragraph 1.2.7. (of the Supporting Pupils with Medication Needs document)
- ensuring that medicines are stored safely in a secure place, specifically designed for that purpose, within the child's classroom or staff room.
- ensuring that accurate records are maintained
- ensure 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 where necessary

Please note that parents should keep their children at home if acutely unwell or infectious. Any parent requesting the administration of medication will be given a copy of the school's policy.

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.

General points:

- Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication
- Prescribed medication will not be accepted in the school without complete written and signed instructions from the parent
- Staff will not give a non-prescribed medicine to the child unless there is specific instructions from the parents
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at a time) and this should be recorded in the Medication Administration Records File
- Where a 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
- Possible side effects

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 secure place within the child's classroom or staff room
- The school will keep records, which they will have available to 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 there is a change in medication, a change in dosage requirements or the discontinuation of the pupil's need for medication
- 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 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 Plan and Protocol is drawn up, in conjunction with the appropriate health professionals. See AM2
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary, under supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them to school. See Form AM3
- 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 aware of the procedures to be followed in the event of an emergency

Educational Trips

Reasonable steps should be taken by schools to encourage pupils with medication needs to participate in school trips, wherever safety permits. If a child who needs medication is being taken on an overnight trip or journey (including overseas) the parent must provide detailed instructions and written consent for the administration of the medication for the period of the trip.

If the pupil has a Medication Plan this may be adapted through discussion with the pupil and parents, the school and health professionals, to identify the specific issues that need to be considered during the trip. Responsibilities of the pupil, parents and the school staff should be made explicit.

Staff supervising excursions should always be aware of any medication needs, and relevant emergency procedures. Sometimes an additional supervisor or parent might accompany a particular pupil.

If staff are concerned about how they can provide for a pupil's safety, or the safety of other pupils on a trip, they should seek medical advice from the School Health Service, the child's GP or the Community Paediatrician as to what steps should be taken to ensure the medical needs are met.

This advice should be sought well in advance of the proposed trip.
A copy of any Medication Plan should be taken on visits in the event of the information being needed in an emergency.

Sporting Activities

Most pupils with medical conditions can participate in extra curricular sport or in the PE curriculum, which is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities.

Some activities, however, may need to be modified or precautionary measures may need to be taken, before or during exercise and pupils should be allowed immediate access to their medication if necessary. For example, children with asthma may need to take their reliever inhaler before exercise.

Staff supervising sporting activities should consider whether risk assessments are necessary for some children and be aware of relevant medical conditions and emergency procedures.

In accordance with the Special Educational Needs and Disability (NI) Order (SENDO) St Francis' will, within the scope of the Disability Discrimination Act, integrate children with disabilities within the life of the school. Appropriate measures will therefore be put in place to include all children, where possible, in school trips.

Signed: _____ Date: _____
(Principal)

Signed: _____ Date: _____
(Chair of Board of Governors)

St Francis' Primary School, Drumaroad
Request For A School To Administer Medication

The school will not give your child medicine unless you complete and sign this form.

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).....

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**.....

Form AM2

St Francis' Primary School, Drumaroad

REQUEST FOR PUPIL TO CARRY HIS/HER MEDICATION

This form must be completed by parents/carers. If staff have any concerns discuss this request with healthcare professionals.

Details of Pupil

Surname _____ Forename(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 _____

(*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

St Francis' Primary School, Drumaroad

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

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 _____ Date _____

Parent/carer

Distribution

School Doctor _____ School Nurse _____

Parent _____ Other _____