

St Michael's PS
Dunnamanagh



**SAFEGUARDING
(CHILD PROTECTION)**

ADMINISTRATION of MEDICATION POLICY

Signature of Chairperson of Board of Governors: _____

Signature of Principal: _____

Date approved: _____

Completed: 2nd December 2019

Review Due: 2nd December 2022

ADMINISTRATION of MEDICATION POLICY

The Board of Governors and Staff of St Michael's PS wish to ensure that pupils with medication needs, made known to the school, receive appropriate care and support at school. The Board of Governors 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.

Staff at St Michael's PS will be prepared always to help when an accident or an emergency situation arises, eg. when a child has a serious accident and parents need to be contacted. The Staff recognises that they have a professional duty to safeguard the health and safety of pupils when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere. Emergency situations are different from the normal situations for administration of medicine.

Under normal situations there are some long term health problems, which may require the school to enter into a medical plan with the parents and health professionals in order to administer **long term medication eg, asthma, epilepsy and diabetes**. In the case of short term health problems, **the school will not undertake to administer non-prescription medicines** eg, colds, sore throats, temperatures. Parents are asked to request, where possible, that medication be prescribed in dose frequencies which enable it to be taken outside school hours eg medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime. However, the school will administer prescription medicines if they are required in the case of **long term medication**, and the conditions set out in this policy for administering medicines are met.

The conditions for administration of medicine within the school are as follows:

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 in the form of an **AM2 Form**, which is available from the school office.

Staff will not give a non-prescribed medicine to a child.

Only reasonable quantities of prescribed medication should be supplied to the school eg a maximum of 4 weeks supply at any one time,

Each item of medication must be delivered to the Principal by the parent/guardian, **in a secure and labelled container as originally dispensed, with the dispensing label** detailing the following information:

- pupil's name
- name of medication
- dosage
- frequency of administration
- date of dispensing
- storage requirements
- expiry date.

The school will not accept items of medication in unlabelled containers which do not have the dispensing label in tact.

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

All medication to be administered in school will be kept in a locked medicine cabinet.

The school will keep records of medicines administered.

If children refuse to take medicines, staff will not force them to do so, and will inform the parent/guardian of the refusal, and return the child to the care of the parent, as a matter of urgency. If a refusal to take medicine 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 dosages on parental instructions.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parents at the end of each term. Date expired medicines or those no longer required for treatment should be collected by the parent at the request of the school, 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 (a copy of a blank medication plan is attached).

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

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 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.

Please note that parents should keep their children at home if acutely unwell* or infectious.

This policy was drawn up using the document *Supporting Pupils with Medication Needs* issued jointly by the Department of Education and the Department of Health, Social Services and Public Safety (2008)