



“Together we learn”

Administration of Medication in School Policy

Ratified on:
Chairperson’s Signature:

POLICY FOR THE ADMINISTRATION OF MEDICATION



IN SCHOOL

- The Board of Governors and staff of Banbridge Nursery School wish to ensure that pupils with medications 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.

The following members of staff will administer medication, subject to the approval of the Principal,

- o Mrs Kerry Porter, Principal
- o Mrs McCusker, Teacher
- o The Special Needs Assistant

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

- 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 a non-prescribed medicine to a child nor will they give antibiotics to a child, except in special circumstances, e.g. a pre-existing chronic illness and with the permission of the Principal.
- Only reasonable quantities of medication should be supplied to the school (e.g. a maximum of four weeks supply at any one time).
- Where the 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 in normal circumstances by the parent, **in a secure and labelled container as originally dispensed only with prescribed medicine**. Each item of medication must be clearly labelled with the following information:
 - o Pupil's Name.
 - o Name of medication.
 - o Dosage.
 - o Frequency of administration.

- o Date of dispensing.
- o Storage requirements (if important).
- o Expiry date.

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 the Principal's office.
- The school will keep records of the administration of medicine. These will be made 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. If a refusal to take medicines results in an emergency, the school's emergency procedures, as agreed with the parents and recorded in the Medical File, 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 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 not make changes to dosages on parental instructions; only written consent from a doctor will be accepted.
- 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 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 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 and/or the Health and Social Care 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. These are recorded in each individual child's medication plan and where appropriate are displayed beside the telephone in the Principal's office. A copy of these emergency procedures will be taken on school trips along with emergency contact numbers for every child.