

# MILLBURN PRIMARY SCHOOL

## Policy for the Administration of Medication in School

The staff and Board of Governors of Millburn Primary School accept our school's "duty of care" that requires all staff to act "in loco parentis" to all pupils entrusted to the school and any associated school related activities. We are, however, fully aware that there is no legal duty that requires school staff to administer medication.

In writing this policy we recognise that it is important to note:

- There may be occasions where school staff may be asked to administer medication, but they cannot be directed to do so.
- 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 the agreement of the Principal.
- Parents should be encouraged 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.
- There are particular risks for young people in taking Aspirin and Ibuprofen and we will therefore not routinely administer these unless under clear medical guidance.

The Board of Governors and staff of Millburn Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. In order then to meet our children's needs, 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.**

We strongly advise parents that it is in the best interest of your child to be kept at home if they are acutely unwell or infectious and therefore request that you do so.

Should a situation arise that a child will require medication to be administered for a long term condition (eg asthma, diabetes etc), a short term acute condition (an ear/chest infection etc) or in the case of an emergency, the following statements will be adhered to in order to safeguard the well-being of all our pupils and staff.

- 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 and written instructions from the parent/carer.
- Staff will not give a non-prescribed medicine to a child unless there is specific written permission from the parent/carer.
- Only reasonable quantities of medication should be supplied to the school (eg no more than four weeks' supply at any one time for children with long term medical needs).
- Each item of medication must be delivered to the Principal or authorised First Aid personnel (Mrs Rosemary McMillan and Mrs Dawn McHenry) 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:

1. Pupil's name
2. Name of medication
3. Dosage
4. Frequency of administration
5. Date of dispensing
6. Storage requirements
7. Expiry date

**The school will not accept items of medication in unlabelled containers.**

- All medication will be kept in a secure place, out of reach of pupils.
- If a child refuses to take medication, staff will not force them to do so and will inform the parent/carer 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 the parent/carer to notify the school in writing if the pupil's need for medication has ceased.
- It is the parent/carer's responsibility to renew the medication when supplies are running low and to ensure that the medication is within its expiry date.
- The school will not make changes to dosages on parental instruction.
- 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 medical needs the Principal will ensure that a Medication Plan and Protocol is drawn up in conjunction with appropriate health professionals.
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents/carers will be asked to confirm in writing if they wish their child to carry their medication with them in school.
- 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.

Last reviewed September 2023

Next Review September 2025