



# ADMINISTRATION OF MEDICINE POLICY

Presented and adopted by Board of Governors on 10<sup>th</sup> October 2017

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Review Cycle: \_\_\_\_\_

Next review due: \_\_\_\_\_

# Adminstration of Medication in School

The following policy is written in accordance with  
'Supporting Pupils with Medication Needs' (2008)

## INTRODUCTION

In relation to the following policy it is important to note the following main elements:

*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 such as asthma inhalers, barrier creams for eczema, Piriton or allergy/hayfever medication (which due to the time and length of sessions at nursery school, will be very seldom) and with the agreement of the Principal.*

The Board of Governors and staff of Ballymena Nursery School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Principal (or in her absence 'Acting Principal') will support school staff giving or supervising pupils using inhalers during the school day where those members of staff have volunteered/ agreed to do so and in accordance with the following policy and procedures.

**Please note that parents should keep their children at home if unwell or infectious. This is considered particularly suitable given the age of the pupils in our care.**

**Key points:**

**ROLE OF PARENTS/ PERSONS WITH PARENTAL RESPONSIBILITY**

- Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication.
- Administration of medicine remains the responsibility of the parents.
- Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.
- It is the parents' responsibility to supply reasonable quantities of medication to the school (for example, a maximum of four weeks supply at any one time).
- 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.
- It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased, after having sought medical advice.
- Where the pupil attends daycare/childcare providers in conjunction with Ballymena Nursery School, please ensure that all parents are fully informed of the child's prescribed medication, if administered during their time with them - especially asthmatic inhalers, to prevent duplicity of administration of prescribed medication
- The parent/ nominated person, may be requested to attend school outings / trips with their child.

- The parent/ nominated person may be asked to keep their child at home, if unwell, if unfit for school or if a trained member of staff is unavailable to administer prescribed medication.
- Each item of medication must be delivered to the Principal or Authorised Person, in normal circumstances by the parent, **in a secure and labeled container as originally dispensed.**
- Medicines, which are in use and in date, should be collected by the parent at the end of each term. It will be the parent's responsibility to ensure that this is done.
- 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.

**PARENTS SHOULD NOTE THAT YOUNG CHILDREN WHO ARE UNWELL FOR A SHORT PERIOD OF TIME SHOULD BE KEPT AT HOME. IT IS EXPECTED THAT THE PARENT WILL SENSIBLY MAKE THIS DECISION AND INFORM THE SCHOOL.**

## ROLE OF STAFF

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

- Medication will be kept within easy access (for rapid response if needed) and out of the reach of pupils.
- The school will keep records (in keeping with 'Supporting Pupils with Medication Needs' 2008) which they will have available for parents.
- If children refuse to take medicines, staff will not force them to do so, and will inform the parents (or other nominated person) of the refusal, as a matter of urgency. If a refusal to take medicines 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, after having sought medical advice. The staff will await this notification before changing prior agreement.
- The school will not make changes to dosages on parental instructions.
- School staff will not dispose of medicines. 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 request that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals. It is considered essential that this medical plan is in place and agreed prior to the child's admission.

- Staff who volunteers to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service. The Principal reserves the right to defer admission until appropriate training has been undertaken. In the event of a suitably trained member of staff being unavailable on particular occasions, the Principal may request that the child remains at home. This will be in the interest of the child's safety.
- The school will make every effort to continue the administration of medicine to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. The parent/ nominated person may be requested to attend. 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 a medical emergency.

Related Policy Documents:

Medical / Emergency procedures

SEND0

School trips/ outings

Risk Assessment/ Management

