

## BALLYHOLME PRIMARY SCHOOL

### POLICY FOR ADMINISTRATION OF MEDICATION IN SCHOOL

1.1 The Board of Governors and staff of Ballyholme Primary School wish to ensure that pupils with long-term medication needs receive appropriate care and support at school.

1.2 Children who have a long-term condition (longer than a few weeks) which requires regular medication and those who may require emergency medication e.g. for a severe allergy are considered to have long-term medication needs.

1.3 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.

1.4 Parents are encouraged to request medication that can be solely administered outside of school hours.

1.5 The Board of Governors recognises that there is no legal duty requiring school staff to administer medication. School staff may choose to administer medication recognising a duty of care providing the arrangements requested are manageable and specialised training has been provided by health professionals.

#### 2.0 Parent/Guardian Responsibilities

2.1 Parents should request a meeting with the school and ask if medication can be administered. Parents are responsible for providing the school with comprehensive details regarding the pupil's condition and medication (Either a Care Plan or Form AM2 should be completed).

2.2 **Prescribed medication only will be administered** (unless there are exceptional circumstances, e.g. a residential trip) (This does not include Calpol/Nurofen etc).

2.3 All medications to be administered (including those in exceptional circumstances) must be accompanied with full written and signed instructions from the parent (Form AM2 as required). Only reasonable quantities should be supplied to the school – a maximum of 4 weeks supply at any one time.

2.4 Medication should be given to the class teacher by the parent in a secure and clearly labelled container as originally dispensed. Each item of medication should be labelled with the following information:

- Pupil's name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date

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

2.5 It is the parents' responsibility to renew the medication when supplies are running low and to ensure the medication is within its expiry date.

2.6 Parents will be required to dispose of medicines and should collect all medication from school at the end of each term/year as required.

2.7 Parents must notify the school in writing if the need for medication has ceased. Alteration to dosage must be accompanied by relevant medical advice.

2.8 Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication (prescribed only) with them in school (Form AM3).

2.9 **Parents should keep their children at home if unwell or infectious**, only sending them back to school when they have fully recovered. This is particularly important when a child has suffered from vomiting or diarrhoea. i.e. return after at least 48 hours from the last episode. Parents should emphasise to their child also about the importance of washing their hands as this is one of the most important ways of controlling the spread of infections. Parents should refer to the Public Health Agency guidelines on infection control (also available on the school website.)

### **3.0 School Procedures**

3.1 A medication plan or protocol will be drawn up in conjunction with the relevant health professionals.

3.2 The school will keep records of medicines administered (Forms AM2/AM3 and 5).

3.3 If children refuse to take medicines, staff will not force them to do so but will inform the parents of refusal as a matter of urgency.

3.4 Medication will be kept in a secure place out of the reach of children. Emergency medication will be kept in a designated place within the child's classroom and carried by the teacher on school trips. Medication which needs to be stored in a fridge should be placed in an airtight container.

3.5 Staff who volunteer to administer medicines will receive appropriate training/guidance through arrangements made with the School Health Service.

3.6 The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision is not guaranteed.

3.7 All staff will be made aware of the procedures to be followed in the event of an emergency.

3.8 Staff members who volunteer to administer medication will complete Form AM2 to be countersigned by P/VP.

3.9 If a child requires use of an inhaler during the school day Form AM2 should be completed and a spare inhaler lodged with the class teacher for use by the pupil upon request or need.

## **Monitoring/Review**

Procedures are reviewed each year by SMT/ staff and records amended accordingly.

This policy will be reviewed three years from the date of ratification by the Board of Governors.

November 2024