

CARNINY PRIMARY SCHOOL MEDICATION POLICY



Ideally, the administration of medication should be administered by parents. Where possible it is the school's policy to comply with requests from parents to help in administering medicines to children when these are of an essential nature (e.g. epilepsy, diabetes, asthma, anaphylaxis), during the school day.

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.

Please note 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 parental completion of "Request for a School to Administer Medication" form. (Sample attached). Antibiotics should be administered at home.

Staff will not give a non prescribed medicine to a child unless there is specific prior written permission from the parents.

Only reasonable quantities of medication should be supplied to the school (for example, 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 or Authorised Person, 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:

- . 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.

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 a medicine cabinet.

The school will keep records of all medication administered.

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 will be followed.

It is the responsibility of parents to:

- Notify the school in writing if the pupil's need for medication has ceased.
- 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 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 medication needs, the Principal, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the 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 will be asked to confirm in writing if they wish their child to carry their medication with them in school. Inhalers should be kept in the medical cupboard but senior pupils may take responsibility for keeping their own inhalers.

Staff who volunteer to assist in the administration of medication to a pupil with Medical Needs (eg Epi Pen for allergy) 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 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 cannot be guaranteed.

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

CARNINY PRIMARY SCHOOL

REQUEST FOR A SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the Principal has agreed that school staff can administer the medicine

Details of Pupil

Surname _____ Forename(s) _____

Date of Birth ____/____/____

Class _____

Condition or illness _____

Medication

Parents must ensure that in- date properly labelled medication is supplied.

Name/Type of Medication (as described on the container)

Date dispensed _____

Expiry Date _____

Full Directions for use:

Dosage and method

NB Dosage can only be changed on a Doctor's instructions

Timing _____

Special precautions _____

Are there any side effects that the School needs to know about?

Self-Administration

Yes/No (delete as appropriate)

Procedures to take in an Emergency

January 2016

Contact Details

Name _____

Phone No: (home/mobile) _____
(work) _____

Relationship to Pupil _____

Address _____

I understand that I must deliver the medicine personally to _____
(agreed member of staff) and accept that this is a service, which the school is not
obliged to undertake. I understand that I must notify the school of any changes in
writing.

Signature(s) _____ **Date** _____

Agreement of Principal

I agree that _____ (Name of child) will receive
_____ (Name of medicine) at the time medicine to be
administered eg lunchtime

This child will be given /supervised whilst he/she takes their medication by
_____ (Name of Staff Member)

This arrangement will continue until (either end of date of course of medicine or until
instructed by parents)

Signed _____ **Date** _____

(The Principal/Authorised member of staff)

The original should be retained on the school file and a copy sent to the parents to
confirm the school's agreement to administer medication to the named pupil.

This form must be completed by parents/carers

Details of Pupil

Surname _____ Forenames(s) _____

Class _____

Condition _____

Medication

Parents must ensure that in date properly labelled medication is supplied.

Name of Medicine

Contact Details

Name

Phone No: (home/mobile) _____
(work) _____

Relationship to child _____

I would like my child to keep his/her medication on him/her for use as necessary

Signed _____ **Date** _____

Relationship to child _____

Agreement of Principal

I agree that _____ (Name of child) will be allowed to carry and self administer his/her medication whilst in school and that this arrangement will continue until instructed by parents.

Signed _____ **Date** _____

The Principal/Authorised member of staff

The original should be retained on the school file and a copy sent to the parents to confirm the school's agreement to the named pupil carrying his/her own medication

18/03/2016