

Killlinchy Primary School



Administration of Medications Policy

January 2017
(Updated October 2019)



POLICY FOR THE ADMINISTRATION OF MEDICATIONS

The Board of Governors and staff of Killinchy Primary School wish to ensure that pupils with medication 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 agreed to do so.**

There is no legal duty that requires school staff to administer medication. This is a voluntary role.

Please note that parents should keep their children at home if acutely unwell or if they have infections.

- Parents are responsible for providing the Principal with comprehensive information regarding pupils' medical conditions and medication. This should be provided on the periodic Data Collection Form and also using an **Administration of Medications Form 1** which is available via the school app. Hard-copy forms can be made available on request.
- Prescribed medication can be administered in school when provided along with the completed and signed **Administration of Medications Form 2** also available via the school app. Hard copies can be made available on request.
- Only reasonable quantities of medication should be supplied to the school at any one time.
- Where the pupil travels on school transport, parents should ensure the appropriate communications are in place to receive the child and any medication sent.
- Each item of medication must be delivered to the Principal or a teacher, 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.

*A properly completed **Form 2** provides all of this information and should be provided along with the medication.*

We will not administer items of medication in unlabelled packaging and without the correct paperwork as above.

- Form 1 and Form 2 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 held in a secure area.
- The school will keep copies of all forms, 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 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.
- 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 only make changes to dosages on parental instructions.
- School staff will not dispose of medicines. Medicines, which are in use and in date, will be retained until requested otherwise or they reach their expiry date. Expired medications will be returned for 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 of an appropriate age 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 and ensure the appropriate **Administration of Medications Form 3** is completed via the school app. Hard copy forms can be made available on request.

- We 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 provision cannot be guaranteed.
- All staff will be made aware of the procedures to be followed in the event of an emergency.

Administration of Medicines Policy

Annex of Forms and Templates

General Medications Permission (Trips)



Dear Parents,

Considering the nature of school trips it is sometimes necessary to break with normal school procedures (provided for by the Administration of Medications Policy) and dispense general 'day-to-day' medications for pupils.

I would be grateful if you would provide permission for any member of Killinchy PS staff to administer the following as they feel necessary (full records will be kept of ALL medication given):

Paracetamol Suspension (Calpol or equivalent)

☐

Nurofen Suspension

☐

Antihistamine Suspension (Piriton or equivalent)

☐

Sticky Plasters

☐

Strepsils (or equivalent)

☐

Name of Child _____

Parent/Guardian Signature _____

Form 1

Healthcare Plan for a Pupil with Medical Needs



Pupil's Name _____

Date of Birth _____

Condition

Pupil's Current Class _____

Today's Date _____

Contact Information

Priority Contact 1

Name _____

Phone No. (Work) _____ Mobile _____

Any other phone numbers _____

Relationship to Pupil _____

Priority Contact 2

Name _____

Phone No. (Work) _____ Mobile _____

Any other phone numbers _____

Relationship to Pupil _____

Priority Contact 3

Name _____

Phone No. (Work) _____ Mobile _____

Any other phone numbers _____

Relationship to Pupil _____

Form 1 ctd ... Clinic / Hospital Contact

Name _____

Phone _____

G.P. _____

Phone _____

Describe condition and give details of pupil's individual symptoms:

Daily care requirements (eg. before sport / lunchtime etc):

Describe what constitutes an emergency for the pupil and the action to take:

Any follow-up care:

Who is responsible in an emergency?

Signed by Parent(s) _____

Date _____

Form 2

Parental Request for School to Administer Medication



Staff at Killinchy Primary School will not administer any medication to any pupil without the completion of this form. On completion, the Principal will liaise with the member(s) of staff concerned and request their willingness to administer.

Pupil Details

Pupil's Name _____

Date of Birth _____

Condition

Pupil's Current Class _____

Today's Date _____

Medication

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

How long will your child take this medication for?

Date dispensed _____

Full directions for use:

Dosage and method:

Time(s) _____

Any special precautions:

Any side effects:

Can it be self-administered? _____

Procedures to take in an emergency:

Contact Information

Name _____

Phone No. (Work) _____ Mobile _____

Any other phone numbers _____

Relationship to Pupil _____

I understand that I must deliver the medicine personally to the Principal or agreed staff member and accept that this is a service which the school is not obliged to undertake.

Signed _____ Date: _____