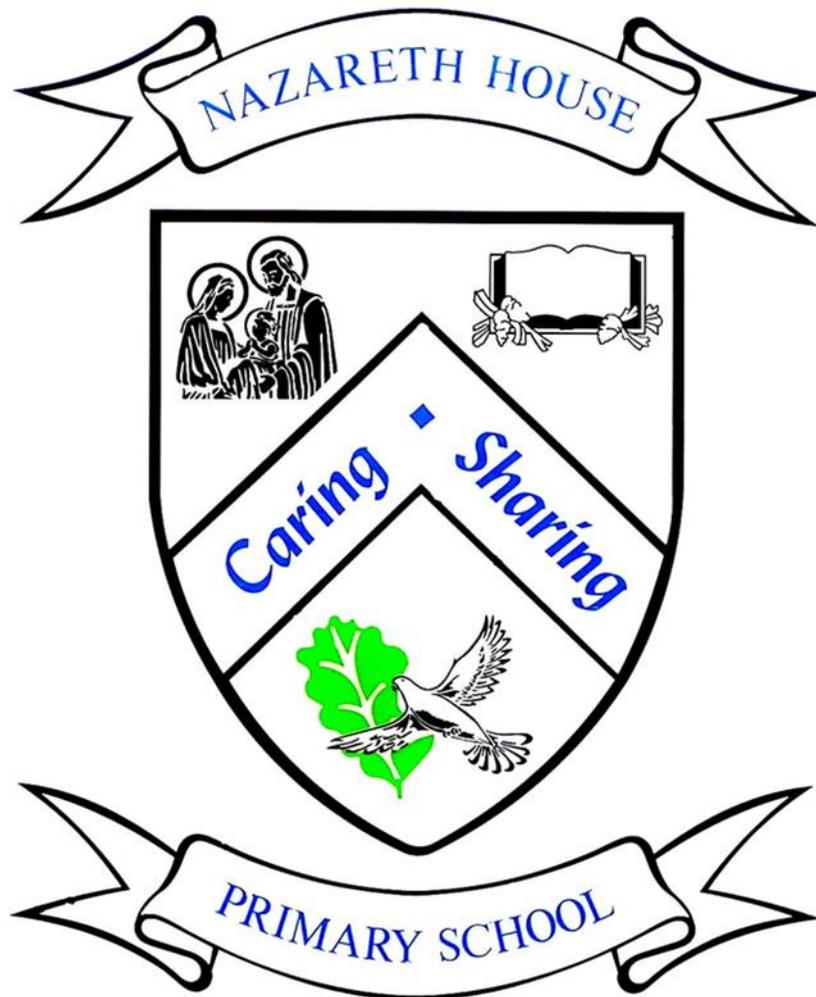


Nazareth House Primary School



Administration of Medication Policy

Signed: _____ (Board of Governors)

Signed: _____ (Principal)

Date: _____

The Board of Governors and staff of Nazareth House 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 volunteered to do so.**

Please note that parents/guardians should keep their children at home if acutely unwell or infectious.

- Parents/guardians 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 written and signed instructions from the parent/guardian.
- Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents/guardians.
- Only reasonable quantities of medication should be supplied to the school.
- Each item of medication must be delivered to the Principal or Authorised Person, in normal circumstances by the parent/guardian, **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 (if important)
 7. 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.
- The school will keep records, which they will have available for parents/guardians.
- If children refuse to take medicines, staff will not force them to do so, and will inform parents/guardians of the refusal, as a matter of urgency, on the same day.
- It is the responsibility of parents/guardians to notify the school in writing if the pupil's need for medication has ceased.
- It is the parents/guardians 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 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/guardian at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent/guardian 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/Care 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.
- 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 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 supervision cannot be guaranteed.
- All staff will be made aware of the procedures to be followed in the event of an emergency.

Children with a Short Term Need to take Medication in School

Pupils generally require short term prescribed medication for acute conditions, such as an ear or chest infection. Whenever possible, parents/guardians should be asked to make arrangements to come into school or for pupils to return home at lunch time for medication. Where this is not feasible, the following procedure should apply:

- The smallest possible dose should be brought to school, preferably by the parent/guardian, with clear, written instructions for administering the medication.
- The medication should not be kept by the pupil but in a locked cupboard out of reach of pupils. Certain medicines, however, such as inhalers used by asthmatic children, must be made readily accessible at all times of the school day.
- The medicine should be self-administered, if possible, under the supervision of an adult. This may be the Principal or a member of staff acting with the Principal's authority. A written record of the date and time of the administration of the medication would be kept.

Children Requiring Daily Long-Term Medication

- This group includes pupils with a long-term condition requiring regular medication. The two biggest categories within this group would be pupils with Asthma and those with ADHD.
- This category also includes pupils who, because of an existing medical condition might have an emergency episode which could put their life at risk and so would demand immediate attention. The main groups here would be those with epilepsy, diabetes and Hirschsprungs Disease (Short Gut Syndrome). Depending on the severity of their condition these children might require a Medication/Care Plan, which itself may reveal the need for some school staff to have further information about a medical condition or specific training in administering a particular type of medication or in dealing with emergencies. In these instances, school staff should never give medication without appropriate training from health professionals.

Training in Emergency Procedures

All staff should know how to call the emergency services. All staff, whether they have volunteered to administer medication or not, should be given information about the most common conditions, which affect the pupils they may come into contact with during the course of a school day. This will help staff recognise symptoms and know how to deal with an emergency should one arise. All staff should also know who is responsible for carrying out emergency procedures in the event of need and everyone should know how to contact these people in the event of an emergency occurring.

Sporting Activities

Most pupils with medical conditions can participate in extra curricular sport or in the PE curriculum, which is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well being. Any restrictions on a pupil's ability to participate in PE should be included in their individual Medication/Care Plan. All adults should be aware of issues of privacy and dignity for children with particular needs.

Some activities, however, may need to be modified or precautionary measures may need to be taken, before or during exercise and pupils should be allowed immediate access to their medication, if necessary. For example, children with asthma may need to take their reliever inhaler before exercise.

Templates for record keeping available from "Supporting pupils with medication needs" (EA)