



# Administering Medication Policy



## Policy Review

Date Agreed:

Signed by Chair of Governors:

Next Review Date:

## **Introduction**

The BOG and staff of St. Patrick's PS Aughadarragh have a responsibility for the Pastoral Care, general welfare and safety of the children in our care and we strive to create a school environment which is safe, secure and stimulating where all pupils are empowered to learn, to achieve and to try their best. We firmly believe that as well as educating our pupils we share a deep concern for each child's personal, spiritual, physical, emotional and social development. Our nurturing approach will include the essential elements of the children's care, safety, security and personal welfare.

## **Policy Statement**

The BOG and staff of St. Patrick's Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school.

In formulating this policy, we have referred to the guidance set out in DE's 'Supporting Pupils with Medication Needs' (2008) and DE Circular 2017/04 'Safeguarding and Child Protection: A Guide for Schools

Staff's conditions of employment do not include giving medication or supervising a pupil taking medication. However, to enable pupil's requiring medication to participate as fully as possible in school activities the school will aim to assist a child with medical needs.

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 should keep their children at home if acutely unwell or infectious.*

Parents are responsible for the administration of medicine to their children. Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication.

In the event of prescription drugs being necessary during the school day, a parent/guardian may come to the school to administer this. Alternatively, the smallest practical dose should be brought to the school by the parent/ guardian with clear written instructions for administration, giving the name of the pupil and the prescribed dose. Medication of any type must not be carried around the school by any pupil. Medication will be kept in a secure place, out of reach of pupils.

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

It is the parent's responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date. School staff will not dispose of medicines. Date expired medicines or those no longer required for treatment will be returned to the parent for transfer to a community pharmacist for safe disposal. It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

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.

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. The school staff will not make changes to the dosage on parental instructions.

The school will make every effort to continue the administration of medication to a pupil whilst 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.

The Principal will ensure that staff who volunteer to assist in the administration of medicines will receive appropriate training/guidance through arrangements made with the School Health Service.