



# **ANAHILT**

## **Primary School**

# **Administration of Medicine Policy**

**POLICY AGREED: AUTUMN 2023**  
**TO BE REVIEWED: NOVEMBER 2025**

## POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

*This policy is in line with the guidance detailed in the Supporting Pupils with Medication Needs (2008) document published by the Department of Education N.I. and the Department of Health, Social Services and Public Safety.*

- 1.0 The Board of Governors and staff of Anahilt 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 and non prescribed medication during the school day **where those members of staff have volunteered to do so.**
- 2.0 Staff may volunteer to administer medication to a pupil, however, they cannot be directed to do so. There is no legal duty that requires school staff to administer medication: this is a voluntary role. The administration of medication to children remains the responsibility of the parent/carer or those with parental responsibility.
- 3.0 Parents/carers should keep their children at home if acutely unwell or infectious. Pain relief such as Calpol and Nurofen Suspension should only be sent to school to manage specific pain such as toothache or sprains. These should not be sent to manage temperature control/ stomach upsets / sore throats etc as the pupil should remain at home.
- 4.0 Parents/carers are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication.
- 5.0 Medication will not be accepted in school without complete written and signed instructions from the parent/carer. **Refer to point: 21.0**
- 6.0 Staff will not give any medicine to a child unless there is specific prior written permission from the parents/carers.
- 7.0 Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- 8.0 Where the pupil travels on school transport with a staff member, parents/carers should ensure the staff member has written instructions relating to any medication sent with the pupil.
- 9.0 Each item of prescribed and non prescribed medication must be delivered to the Principal , in normal circumstances by the parent/carer, **in a secure and labelled container as originally dispensed.**

10.0 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. The school will not make changes to dosages on parent/carer instructions.**

11.0 Unless otherwise indicated, all medication to be administered in school will be kept in a secure location.

12.0 The school will keep records, which they will have available for parents/carers.

13.0 If children refuse to take medicines, staff will not force them to do so, and will inform the parents/carers 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.

14.0 It is the parents'/carers' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

15.0 School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent/carer at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent/carer for transfer to a community pharmacist for safe disposal.

16.0 For each pupil with long term or complex medication needs, the Principal will ensure that a Care Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

17.0 Staff who volunteer to assist in the administration of medication will receive appropriate guidance/training (if required) through arrangements made with the EA school nursing team.

18.0 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.

- 19.0 It is the responsibility of parents/carers to notify the school in writing if the pupil's need for medication has ceased.
- 20.0 All staff will be made aware of the procedures to be followed in the event of an emergency.
- 21.0 The following proformas are available from the school office
- FORM 1 – Health Care Plan for a pupil with medical needs
  - FORM 2 - Request by parent for school to administer medication

**Autumn Term 2023**