

# **BELLAGHY PRIMARY SCHOOL**

## **POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL**

### **1. INTRODUCTION**

The Board of Governors and staff at Bellaghy Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school.

From time to time, parents request that the school should administer medicines to children at regular intervals during the school day.

While the Principal will accept responsibility in principle for members of staff giving or supervising pupils taking prescribed medication, there is no obligation for staff to do so.

Please Note - Parents should keep their children at home if acutely unwell or infectious.

### **2. CATEGORIES OF ILLNESS**

#### **2: 1 CATEGORY ONE – MINOR AILMENTS, COUGHS, COLDS, SORE THROATS**

##### **2:1:1**

No member of staff will administer medication to any child with a minor ailment. Cough sweets eg tunes may be taken if necessary. These will be self administered.

##### **2:1:2**

If a child has been prescribed e.g. an antibiotic, this can be administered prior to coming to school and again on arriving home. There is no obligation for antibiotics to be administered during school hours.

#### **2:2 CATEGORY TWO – MEDICATION REQUIRED FOR MORE LONG TERM ILLNESS e.g. asthma, diabetes etc**

##### **2:2:1**

Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication plan. (see Forms AM1 and AM2)

##### **2:2:2**

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent

##### **2:2:3**

Staff will not give a non prescribed medicine to a child unless there is specific written consent from the parent.

2:2:4

Only reasonable quantities of medication should be supplied to school e.g. a maximum of four weeks supply at any one time.

2:2:5

All medication must be delivered to the Principal by a 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
- Expiry Date

**THE SCHOOL WILL NOT ACCEPT ITEMS OF MEDICATION IN UNLABELLED CONTAINERS**

2:2:6

Medication will be kept in a secure place, out of reach of pupils.

2:2:7

The school will keep records which will be available for parents. (See Form AM4)

2:2:8

If a child refuses to take medicine, staff will not force them to do so. Parent will be informed of the refusal as a matter of urgency. If a refusal results in an emergency, the school's emergency procedures will be followed.

2:2:9

It is the responsibility of the parent to notify the school in writing if the pupil's need for medication has changed or ceased.

2:2:10

It is the parent's responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within expiry date.

2:2:11

The school will not make changes to dosages on parental instruction.

2:2:12

School staff will not dispose of medicines. All medicines should be collected by the parent at the end of each term.

2:2:13

For each pupil with a long term or complex medication need, a Medication Plan will be drawn up in conjunction with health professionals – See Form AM1

2:2:14

Where it is appropriate to do so, pupils P4 and above will be encouraged to administer their own medication, if necessary under staff supervision. This medication will remain in the child's school bag. Parents will be asked to confirm in writing if they wish their child to carry and take their medication at school. (See Form AM3)

2:2:15

Staff who volunteer to assist in the administration of medication will receive appropriate training/ guidance through the School Health Service.

2:2:16

The school will make every effort to continue the administration of medication to a pupil whilst on a school trip, even if additional arrangements might be required. However, there may be occasions when it is impossible to include a pupil on a school trip if appropriate supervision can not be guaranteed.

2:2:17

All staff are aware of the procedure to be followed in the event of an emergency.

### **3.EMERGENCY PROCEDURE** (in the event of an accident or sudden illness)

One member of staff dials 999 and requests ambulance support. Be prepared to tell your exact location and nature of the illness or accident. Another member of staff remains with the child. Due to the proximity of Bellaghy Health Centre, an adult may seek professional help from there. An adult must remain with the child at all times if possible.

Bellaghy Health Centre – 79386228

Doctor available – 8.30a.m. – 6.00p.m. – Monday - Friday

Reviewed by the School Board  
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