

# Administration of Medication Policy



| <b>Reviewed/Updated</b> | <b>Date</b>    |
|-------------------------|----------------|
| Updated                 | September 2025 |
| Review                  | September 2028 |

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|----------------------------------------|-----------------------|
| <b><u>Signed:</u></b>                  | <b><u>Signed:</u></b> |
| <b>Chair of Board of<br/>Governors</b> | <b>Principal</b>      |

## **Aim**

The aim of this policy is to set out guidelines for all staff in school in the administering of medicines.

## **Guidelines and procedure**

It is our desire to ensure that all the children in our care during the school day remain safe and secure. Teachers and ancillary staff have a 'duty of care' and will take all reasonable precautions to ensure that the children are safe. This 'duty of care' does not extend to the administration of medicines by staff. In Crawfordsburn Primary School the following procedures apply:

1. The administration of medicines is a parental responsibility;
2. Pupils who are unwell should not be sent to school.
3. Pupils who fall ill during the school day should be collected from school, as soon as is practically possible, by a parent or designated adult.
4. Should a pupil be seriously injured in school and parents cannot be contacted then an ambulance will be called and the pupil transferred to hospital accompanied by a responsible adult.
5. All attempts will be made to contact parents, so it is vital that the school is provided with up to date contact telephone numbers.

If a child requires medicine in the middle of the school day they should:

- return home for this; or
- parents should come to school to administer the medicine.

## **However..**

Staff have agreed that it may be impractical for parents to come to school. In light of this, and recognising that it is not part of their normal role, staff may be willing to administer oral prescription medicines 'in loco parentis'.

Where it is appropriate to do so, pupils 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.

If a member of staff is willing to administer medication they will endeavour to ensure that pupils receive their medication on time, but it must be understood by parents that, at times, medication may be administered later than the time stipulated. Staff will make every reasonable effort to ensure that a pupil receives his/her medication, including managing availability of willing staff.

For each pupil with long-term or complex medication needs, a Medication/Care Plan will be drawn up, in conjunction with the appropriate health professionals. (eg. Allergies; Chronic Asthma; Diabetes).

Should medication need to be taken during the school day the following applies: -

- Parents are responsible for providing comprehensive information regarding the pupil's condition, medication and parental expectation.
- Prescribed medication will not be accepted in school without complete written and signed instructions from the parent (Medical Administration Form- available from school office).
- Staff will not give non-prescribed medicine (eg. Calpol ) to a child unless there are exceptional circumstances e.g. residential trip and only with specific prior written permission from the parents (Medical Administration Form- available from school office).
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- Each item of medication must be delivered to the class teacher or Authorised Person, in normal circumstances by the parent, in a secure and labelled container as originally dispensed.
- Any medication administered will be recorded with date/time and medication/dose given.
- 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.**

- 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.
- 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.
- 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 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 at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.
- 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.
- All staff will be made aware of the procedures to be followed in the event of an emergency.



## Request by Parent/Carer for School to Administer Medication

**Pupil Details:**

Full name: \_\_\_\_\_ Class: \_\_\_\_\_

**Medication:**

Name of Medication: \_\_\_\_\_

Treatment start date: \_\_\_\_\_

End date: \_\_\_\_\_

Times for administration: \_\_\_\_\_

Dosage and Method: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To be self-administered: yes/ no

Name of Parent/Guardian: \_\_\_\_\_

Print: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Record of medicine administered to an individual pupil****Name of pupil:** \_\_\_\_\_**Class:** \_\_\_\_\_

|                         |                |                |                |
|-------------------------|----------------|----------------|----------------|
| Date                    | ____/____/____ | ____/____/____ | ____/____/____ |
| Medication              |                |                |                |
| Time given              |                |                |                |
| Dose given              |                |                |                |
| Any reactions           |                |                |                |
| Name of member of staff |                |                |                |
| Staff initials          |                |                |                |

**Record of medicine administered to an individual pupil****Name of pupil:** \_\_\_\_\_**Class:** \_\_\_\_\_

|                         |                |                |                |
|-------------------------|----------------|----------------|----------------|
| Date                    | ____/____/____ | ____/____/____ | ____/____/____ |
| Medication              |                |                |                |
| Time given              |                |                |                |
| Dose given              |                |                |                |
| Any reactions           |                |                |                |
| Name of member of staff |                |                |                |
| Staff initials          |                |                |                |