



Policy for the Administration of Medication

Ratified by the Board of Governors April 2019

Maghaberry Primary School and Nursery Unit
17a Maghaberry Road, Maghaberry, Craigavon, County Armagh, BT67 0JE
ggault463@c2kni.net 02892 611529

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General Statement from the Board of Governors

The Board of Governors and Staff of Maghaberry Primary School wish to ensure that pupils with medication needs receive appropriate care and support, wherever possible, at school. However, the administration of medicines is ultimately the responsibility of parents and those with parental responsibility.

The Governors recognise that the Principal, Vice Principal and Teachers are not contractually required to administer medicines to pupils and that anyone who has agreed to do so is acting as a volunteer.

Please note:

1. Parents should keep their children at home if acutely unwell or infectious.
2. Staff will not administer any non-prescribed medicine.
3. It is now accepted that the dosage of many medicines can be arranged to permit medicine to be given to children before or after school. Parents should make this request to their GP and should only ask for medicine to be administered in school when this option is unsuitable.
4. The Governors (having consulted the School Health Service / Designated Medical Officer) reserve the right to refuse a pupil entry into school where it is assessed that appropriate supervision / administration of medication cannot be guaranteed in order to ensure that pupil's safety.

In order to best cater for the needs of these pupils and to provide guidelines for staff and parents the following policy has been ratified by the Governors.

Policy

We aim to prepare our pupils for the challenges of lifelong learning.

In Maghaberry Primary School we aim to prepare our pupils for the challenges for lifelong learning that are inherent for a productive life in the Twenty-First Century. We believe this is best achieved by equipping our pupils with the necessary skills to enable them to know what to do when they don't know what to do.

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 and where parents have provided all the information required as set out below.** This must be done by completing the appropriate form, which may be received upon request from the school office.

Each item of medication must be delivered . . . in a secure and labeled container as originally dispensed.

1. Parents 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. Form AM01
2. Staff will not give non-prescribed medicine to a child.
3. Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
4. Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication during respite care.
5. Each item of medication must be delivered to the Principal, Vice Principal or Head of Stage, in normal circumstances by the 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 (if important), and
 - Expiry date.

Policy continued

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

It is the responsibility of parents to notify the school in writing if the need for medication has ceased.

1. Medication will be kept in a secure place, out of reach of pupils.
2. 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. FORM AM02
3. 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.
4. It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
5. It is the parents' responsibility to renew the medication when required and to ensure that the medication supplied is within its expiry date.
6. The school will not make changes to dosages on parental instructions.
7. 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.
8. The school will keep records, which they will have available for parents. FORM AM03
9. 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.
10. Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.
11. 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.
12. All staff will be made aware of the procedures to be followed in the event of an emergency.

All staff will be made aware of the procedures to be followed in the event of an emergency.

Staff Indemnity Policy

If a member of staff administers medication to a pupil, or undertakes a medical procedure to support a pupil and, as a result, expenses, liability, loss, claim or proceedings arise, the employer will indemnify the member of staff provided all of the following conditions apply:

1. The member of staff is a direct employee.
2. The medication / procedure is administered by the member of staff in the course of, or ancillary to, their employment.
3. The member of staff follows:
 - The procedures set out in this guidance;
 - The school's policy;
 - The procedures outlined in the individual pupil's Medication Plan, or written permission from parents and directions received through training in the appropriate procedures.
4. Except as set out in the Note below, the expenses, liability, loss, claim or proceedings are not directly or indirectly caused by and do not arise from fraud, dishonesty or a criminal offence committed by the member of staff.

NOTE: Condition 4. does not apply in the case of a criminal offence under Health and Safety legislation.

Teachers (who volunteer to administer or supervise medication) are responsible for:

Pupils should be allowed immediate access to their medication if necessary.

- Understanding the nature of a pupil's medical condition and being aware of when and where the pupil may need extra attention;
- Being aware of the likelihood of an emergency arising and the action to take if one occurs;
- Taking part in appropriate training and being aware of the possible side effects of the medication and what you do if they occur; and
- Supervising pupils who self administer medication, if this is required.

Educational Trips

- A copy of any Medication Plan plus required medication must be taken on visits.
- At times it may be appropriate that an additional supervisor / parent accompany a particular pupil.

Sporting Activities

- At times physical activity may have to be modified.
- Pupils should be allowed immediate access to their medication if necessary, for example a pupil with asthma may need to take their inhaler before exercise.

Confidentiality

It is important that a teacher does not disclose details of a child's condition to other pupils without the consent of the Principal.

Medical information regarding a pupil will be confidential. The Principal will determine, with parental permission, who else will have access to records and information about a pupil's medical needs.

It is important that a teacher does not disclose details of a child's condition to other pupils without the consent of the Principal (who will have received parental consent previously). When consent is given the situation should be handled as sensitively as possible.

Co-ordination of information with transferring schools

The Principal / Vice Principal will be responsible for the co-ordination and sharing of information with other schools as deemed appropriate and after having consulted with parents.

Administration of Medicine Form AM01

MAGHABERRY PRIMARY SCHOOL
FORM AM01



Name of Pupil	Class and Teacher
Date	

<i>Details of Condition</i>

<i>Details of Medication (including dosage and timings)</i>
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Please tick:

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I request that the school administers the above medication to my child.

Signed	Relationship to Pupil
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Administration of Medicine Form AM02

MAGHABERRY PRIMARY SCHOOL
FORM AM02



Name of Pupil	Class and Teacher
Date	

<i>Details of Condition</i>

<i>Details of Medication (including dosage and timings)</i>
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Please tick:

☐

I request that the school supervises my child self-administering the above medication.

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I will send my child's medication into school in a labelled container.

Signed	Relationship to Pupil
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Administration of Medicine Form AM03

MAGHABERRY PRIMARY SCHOOL
FORM AM03



Name of Pupil	Class and Teacher
Date	

Record of Administration of Medicine, including times, dates & dosage

Signed (teacher)	Signed (Principal)
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