



## ADMINISTRATION OF MEDICATION IN SCHOOL POLICY

### 1. PREFACE

1.1 The following statements are taken directly from the joint policy document “Supporting Pupils with Medical needs” published by the Department of Education and the Department of Health, Social Services and Public Safety which can be found in full at the following link on the Department of Education’s Website:

[Supporting pupils with medical needs \(education-ni.gov.uk\)](http://education-ni.gov.uk)

1.2 “An inclusive education policy means that children with special educational needs, disabilities or medical needs will be educated in a variety of school settings, ranging from classes and units/learning support centres in local mainstream nursery, primary and post primary schools through to special schools. This may include children with complex medical needs, where a number of specific procedures may be required in relation to their physical health.

1.3 The school’s ‘duty of care’ to pupils requires that all staff act in ‘loco parentis’ to pupils entrusted to the school and any associated school related activities. For staff who do provide support for pupils with medication needs they will be provided with appropriate training and legally indemnified.

1.4 There is no legal duty that requires school staff to administer medication; this is a voluntary role and this Guidance does not intend to alter in any way the right of staff not to volunteer.

### 2. THEREFORE IT IS IMPORTANT TO NOTE:

2.1 There may be occasions where school staff may be asked to administer medication, but they cannot be directed to do so.

2.2 The administration of medication to children remains the responsibility of the parent or those with parental responsibility.

2.3 Medication should only be taken to school when absolutely essential and with the agreement of the Principal.

2.4 Parents should be encouraged to request, where possible, that medication be prescribed in dose frequencies which enable it to be taken outside school hours e.g. medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

2.5 Schools should be alerted to the particular risks for young persons in taking Aspirin and Ibuprofen and should not routinely administer these unless under clear medical guidance.

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

The Board of Governors and staff of Cregagh 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 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***

### **Roles and Responsibilities:**

- 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.
- Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- 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 for administration during respite care.
- Each item of medication must be delivered to the Principal or Authorised Person, 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).

- 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. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet.

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. 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.

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.

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.

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. 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.

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

## APPENDIX FOR STAFF ONLY

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 ie the EA will indemnify the member of staff provided all of the following conditions apply:

- a. The member of staff is a direct employee.
- b. The medication/procedure is administered by the member of staff in the course of, or ancillary to, their employment.
- c. 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.
- d. Except as set out in the Note overleaf, 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 d. does not apply in the case of a criminal offence under Health and Safety legislation.***

D. Heggarty  
Principal  
September 2024



## Request for School to Administer Medication

- Most medicines can be administered before the school day begins and again, once school is over - doing away with the need to administer during the school day.
- The school will **not** give your child medicine unless you complete and sign this form, and the Principal has agreed that school staff can administer the medicine.
- School staff are not contractually obligated to administer to pupils. If they agree to do so, parents must accept the conditions of Cregagh Primary School's ***Administration of Medication in School Policy (September 2024)***

### Details of Pupil

Pupil's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Male / Female (circle as appropriate)

Description of Condition or Illness: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Medication

***Parents must ensure that in-date, properly labelled medication is supplied***

Name/Type of Medication (as described on the container): \_\_\_\_\_

\_\_\_\_\_

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

Expiry date: \_\_\_\_\_

### Full Direction for Use

Dosage and method: \_\_\_\_\_

\_\_\_\_\_

***NB Dosage can only be changed on a Doctor's instructions***

When is it to be given? \_\_\_\_\_

Special precautions: \_\_\_\_\_

Are there any side effects that the School need to know about?

\_\_\_\_\_

Procedures to take in an Emergency:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact Details**

Name: \_\_\_\_\_

Phone No. (home/mobile): \_\_\_\_\_ (work) \_\_\_\_\_

Relationship to Pupil: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

I understand that I must deliver the medicine personally to \_\_\_\_\_  
(agreed member of staff) and accept that this is a service, which the school is not obliged to undertake.

I have read, understood and accept the school's policy on **Administration of Medication in School (September 2021)** and I understand that I must notify the school of any changes in writing.

Parent/carer signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Agreement of Principal**

I agree that \_\_\_\_\_ (name of child) will receive  
\_\_\_\_\_ (quantity and name of medicine) every day at  
\_\_\_\_\_ (time(s) medicine to be administered e.g. lunchtime or afternoon break).

This child will be given/supervised whilst he/she takes their medicine by \_\_\_\_\_  
(name of staff member).

This arrangement will continue until \_\_\_\_\_ (either end date of course of  
medicine or until instructed by parents).

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(The Principal or authorised member of Senior Leadership Team)

***The original should be retained on the school file and a copy sent to the parents to confirm the school's agreement to administer medication to the named pupil.***