



N E W C A S T L E
P R I M A R Y S C H O O L
& N U R S E R Y U N I T

**Administration
of
Medicines
Policy**

February 2015

Policy on the Administration of Medicines

The Board of Governors and Staff at Newcastle Primary School aim to meet the needs of, and provide equal opportunities for all the pupils. In trying to fulfil this aim it is accepted that some children may require medication in order that they can continue to attend school.

There is no legal requirement upon staff, teaching or non-teaching to administer medication. Staff undertaking duties associated with the administration of medication do so on a voluntary basis.

Where staff have been trained and act in accordance with training and medical advice, no question of individual liability will arise.

It is vital that responsibility for pupil safety and wellbeing is clearly defined and that each person involved with pupils with medical needs is aware of what is expected of them. Close co-operation between school, parents, health professionals and other agencies will help to provide a suitably supportive environment for pupils with medical needs.

Self-Administered Medication

If a decision is made by the Principal to permit self-administration under supervision, the following procedures must be followed:

- A child may only take medication if the parent/guardian has given written permission.
- Only medication supplied by the parent/guardian will be administered to a child.
- No child will take any form of medication in school without the written permission of the parent/guardian.
- Pupils will take the medication only when supervised by an adult.
- Staff will discuss the medical needs of pupils in the first instance with the Principal of Senior Teacher.
- Parents will deliver medication to school and hand in the medication to the relevant teacher. Where possible parents will only issue the amount for one day.
- Where a child has long term or complex medical needs all the teaching staff including visiting and substitute teachers, relevant classroom assistant/auxiliary and playground supervisors will be informed.
- In an emergency situation the emergency service will be contacted immediately.
- If a child refuses to take medication, parents will immediately be informed. No member of Staff will attempt to force a pupil to take medication against his/her will except in emergency circumstances where non-administration is likely to be life threatening.

Emergency Administration of Medication

In circumstances where there is a threat to the wellbeing of a child if emergency medication is not administered, then the school will do everything within its power to ensure that medication is administered, provided:

- An Action Plan is provided by the Health Trust.
- Staff have received training in the administration of the medication.
- Parents provide medication that has not expired. It is the parent's responsibility to replace medication before the expiry date. Staff will not administer any medication which is out of date. Parents are also responsible for the disposal of medicines not used. These should be returned to a pharmacist for proper disposal. In the case of Adrenaline pens, **two** pens must be provided.

- Parents must collect all medication from the school at the end of the Summer term and if required, provide the school with any necessary medication at the start of the school year.
- Parents are responsible for inform the school if the need for medication ceases, or if there are changes to the information provided on the Action Plan.
- Parents will be provided with a copy of the school's Administration of Medicines Policy which they should sign.
- The Medication will be stored in a labelled box/bag in a secure location in the child's classroom.

Parent/Guardian Responsibilities

- Parents and any others who have legal responsibility for the care of children will keep children at home when they are acutely unwell.
- Parents/guardians will request from their general practitioner that dosage schedules for any medication prescribed will not include school hours wherever possible.
- Parents/guardians are responsible for their child's medication. If a child requires medication during school hours, arrangements for its administration will be agreed between the parents and the school.
- **All medication must be brought into school by the parent/guardian in a secure and labelled container. Each item of medication must be clearly labelled with the following information:**
 Child's name
 Name of medication
 Dosage
 Frequency of administration
 Period of dosage.

Should a dosage of medication be missed for whatever reason, parents will be contacted as soon as is reasonably possible.

- It is the responsibility of the parents/guardians to advise the school in writing of any alteration to the prescribed dosage of medication.
- Parents/guardians may consider their children to be responsible enough to carry and administer their own medication. In this event the school must be given full written details of the condition/illness from which the child suffers along with written details of the medication to be taken and the self administration routine.

Asthma

Given the need for inhalers to be available at all times and the lack of inherent danger caused by inhalers, a separate asthma card will be completed by parents of children with asthma who require an inhaler.

Any spare inhaler kept by a child's teacher should be labelled and retained in a labelled container in a notified, easily accessible position in their classroom.

Non Prescribed Medication

Children must not bring **any** form of non-prescribed medicine to school for self-administration, as there is an inherent risk involved. E.g. Cough mixture, Calpol, Paracetamol.

Parents who wish to give their child prescribed or non-prescribed medication during the school day are welcome to come to school and administer this to their own child. Arrangements must be made with the Principal.

Trips and Residential

Staff will only administer prescribed medication on a trip or residential and only in the understanding that the processes set out above, for either Self-Administration of Medication or Emergency Administration of Medicine have been followed in full.

Reviewed February 2015



Request by Parent for NPS to supervise/administer medication

The school will not supervise/administer your child taking medication unless you complete and sign this form.

Pupil Details

Surname: _____

Forename(s): _____

Address: _____

_____ M/F: _____

Date of Birth: _____ Class: _____

Condition or illness: _____

Medication

Name/Type of medication (as described on the container)

For how long will your child take this medication? _____

Date dispensed: _____

Dosage, method and timing: _____

Procedures to take in an emergency: _____

Contact Details

Print Name: _____ Daytime Telephone No: _____

Address (if different from above): _____

I understand that I must deliver the medication personally to the CLASS TEACHER and accept that this is a service which the school is not obliged to undertake.

Signed: _____

Date: _____

Relationship to pupil: _____