



Saint Mary's Aughlisnafin

Administration of Medicine Policy

Reviewed – May 2022

Guidelines for Managing Medication in Schools

Medicines should only be given in school when it is necessary and essential to a child's health or school attendance. Medicines should not be given on an ongoing basis, unless prescribed by a doctor.

Medicine (both prescription and non-prescription medication) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent or carer.

Schools should only accept prescribed medicines if these are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will be available to schools inside an insulin pen/pump, rather than in its original container.

Prescription medicines – will only be prescribed by a doctor with a recognised pharmacy label on the medication

Over the Counter Medicines – the medicine is in date, and staff will check how long the medication can be taken for on the label. Storage requirements will be checked. Staff will find out when child started to take

the medication and ensure that medication is not given for longer than the prescribed number of days on the label. Should a parent/carer wish to give longer, they will require a prescription from the doctor to do so, and then the bottle will have a pharmacy label with instructions.

Self-Management

Children who can take their own medicines themselves or manage procedures, will have the appropriate level of supervision.

If it is not appropriate for a child to self-manage, then staff will help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but follow procedures agreed in the individual healthcare plan. Parents will be informed so that alternative options can be considered.

St Mary's Primary School staff support and encourage children who are able to take responsibility to manage their own medication from an early age and this is encouraged. The age at which children are ready to take care of and be responsible for their own medicines varies.

Storage of Medicines

All medicines will be stored safely in a locked container the fridge. Medicines should not be stored with food. As the children get older they should know where their medicines are stored at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be readily available to children and not locked away. On a school outing a designated member of staff will take a child's medication in a lockable portable bag.

School staff may administer a controlled drug to a child for whom it has been prescribed. Staff administering medicines will do so in accordance with only the prescribers instructions and not the parent/carer instructions.

A record of all medicines administered to individual children will be kept.

Record Keeping

Every child who has medication given to them at school must have a yellow form completed. This will be kept in the child's file.

Disposal of Medicines

Where no longer required, medicines will be returned to the parent for safe disposal. Sharp boxes will be used for the disposal of needles and any other sharps.

Points to note

Medication will be administered in a hygienic and sensitive manner. Medication will not be administered in a public arena – except in the case of an emergency i.e., epipen administration

Unacceptable Practice

School staff will use their discretion and judge each case on its merits with reference to a child's individual healthcare plan. It is generally not acceptable practice to:-

- Assume that every child with the same condition requires the same treatment
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, unless this is specified in their individual healthcare plan
- If a child becomes ill, they will not be sent to the school office unaccompanied or with someone unsuitable

Advice on the role of School Staff

Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

Reviewed May 2022

This policy relates to the following legislation:

Medicines Act 1968

Misuse of Drugs Act 1971

Health and Safety at Work, etc Act 1974

Children Act 1989

Workplace (Health, Safety and Welfare) Regulations
1992

Education Act 1996

Schools Standards and Framework Act 1998

Education (School Premises) Regulations 1999

Management of Health and Safety at Work Regulations
1999

Special Educational Needs and Disability Act 2001

Education Act 2002

Health and Safety (Miscellaneous Amendments)
Regulations 2002

Children 2004

Equality Act 2010

School Premises (England) Regulations 2012

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Children and Families Act 2014 (and 2015 proposals)

St Mary's Primary School will prepare an EHP for all children with diagnosed medical conditions, setting out the agreed procedures.

We support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the designated teacher and the principal.