

Glencraig Integrated Primary School



ADMINISTRATION OF MEDICINES IN SCHOOL POLICY

Date: September 2017

Annual Coordinator Review: June 2018

Full Review Date: 2022

Approved by Board of Governors: _____

School Mission Statement

At Glencraig Integrated Primary School we aspire to maximise the skills and talents of our pupils and staff in a happy, caring and respectful environment, enabling them to become fulfilled and responsible citizens.

General School Aims

We endeavour to:

- provide and encourage an atmosphere of acceptance and mutual respect for those within the school community, from all religious, non-religious, social and cultural backgrounds as well as for those of differing abilities and needs
- create a happy, secure, stimulating environment in which all pupils can learn effectively and become clear, confident communicators
- present children with a variety of challenging, activity based learning experiences incorporating all areas of study required by the Northern Ireland Curriculum
- encourage children to recognise the value of developing a healthy mind and body and to foster, within each child, a positive self image
- encourage parents to play a constructive and positive role in the school
- place the school at the heart of the local community

Introduction

At Glencraig Integrated Primary School we are a Rights Respecting School and uphold the articles contained in the UN Convention on the Rights of the Child Article 24 - *Every child has the right to the best possible healthcare and medical care.* is of particular relevance to this policy.

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 Glencraig Integrated 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 an ambulance will be called. If the child's parents cannot be contacted the pupil will be transferred to hospital accompanied by a responsible adult. (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:

1. Return home for this;
2. Parents should come to school to administer the medicine.

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

1. 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.
2. If a member of staff is willing to administer medication they will endeavor 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.
3. 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. (Eg. Allergies; Chronic Asthma; Diabetes)

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

Glencraig Integrated Primary School

- Parents are responsible for providing the Principal with 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. (Form AM2 available from the school office)
- Staff will not give non-prescribed medicine (Eg. *Calpol*) to a child unless there are exceptional circumstances eg. Residential trip and only with 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).
- 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.

- The school will keep records of the agreed medications to be administered or supervised and these 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 as specified on the signed AM1/AM2 has changed or 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. 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.

Residential Visits

Before a residential visit parents/guardians will be asked to complete Form Appendix 8 from 'Away from Home and Safe'.

If medicines have been prescribed by a doctor, then Form DA1 should be completed and signed by the doctor.

Ratified by Governors on Tuesday 7 May 2018.