



EDUCATION AUTHORITY - NORTH EASTERN REGION

Ballymoney Model Controlled Integrated Primary School,
North Road, Ballymoney, Co. Antrim, BT53 6B
Principal: Mrs J Jamison B Ed(Hons) PQH(NI)

Policy for the Administration of Medication in School

The Board of Governors and staff of Ballymoney Model Controlled Integrated 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 the designated member of staff giving or supervising pupils taking prescribed medication during the school day.

1. Parents are responsible for providing the designated member of staff with comprehensive information regarding the pupil's condition and medication.
2. Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.
3. The designated member of staff will not give a non prescribed medicine to a child unless there is specific prior written permission from the parents.
4. Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time if prescribed ongoing medicine; a week's supply otherwise).
5. 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 and these are passed onto the designated member of staff.
6. Each item of medication must be delivered to the designated member of staff 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
7. The school will not accept items of medication in unlabelled containers.
8. Medication will be kept securely in a locked cupboard by the designated member of staff.
9. The school will keep records, which they will have available for parents on request.
10. If children refuse to take medicines, the designated member of staff will not force them to do so, and will immediately inform the parents of the refusal. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
11. It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
12. It is parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
13. The school will not make changes to dosages on parental instructions.
14. School 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.
15. For each pupil with long term or complex medication needs, the Principal will ensure that liaison takes place with the appropriate health profession and a suitable care plan drawn up.
16. Staff will receive appropriate training/guidance through arrangements made with the School Health Service.
17. All staff will be made aware of the procedures to be followed in the event of an emergency.

**The school's Designated Member of Staff for the
Administration of Medication is Mrs Carson (Year 1 Teacher)
assisted by Miss Chestnutt (Year 1 Classroom Assistant).**

The policy has been drawn up in accordance with the Department of Education and the Department of Health, Social Services and Public Safety's guidelines as found in their booklet: [Supporting Pupils with Medication Needs](#).

Approved by the Board of Governors: 203rd Meeting – 2nd June 2015