



# **Administration of Medication in School Policy**

## **Administration of medication in school**

Ideally, the administration of medication should be administered by parents. Where possible it is the school's policy to comply with requests from parents to help in administering medicines to children when these are of an essential nature (e.g. epilepsy, diabetes, asthma, anaphylaxis), during the school day.

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.

No staff employed by St. Patrick's College are contractually required to administer medication and the school reserves the right to refuse to administer medication in certain circumstances.

**Please note parents should keep their children at home if acutely unwell or infectious.**

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 parental completion of "Request for School to Administer Medication" form. (Sample attached). Antibiotics should be administered at home.

**Staff will not give non-prescribed medication to a pupil.**

Only reasonable quantities of medication should be supplied to the school. 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, 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.

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 all medication administered.

If pupils 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.

It is the responsibility of parents to;

- Notify the school in writing if the pupil's need for medication has ceased.
- 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.

Staff who volunteer to assist in the administration of medication to a pupil with Medical Needs (eg Epi Pen for allergy) 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. 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.

# St Patricks College

## REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

The school will not give your child prescribed medicine unless you complete and sign this form, and the principal has agreed that staff can administer the medicine.

### **Details of Pupil**

Surname \_\_\_\_\_ Forename(s) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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

M  F

Class \_\_\_\_\_

Condition or illness \_\_\_\_\_

\_\_\_\_\_

### **Medication**

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

**Medication must be in its original container.**

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

\_\_\_\_\_

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

Expiry Date \_\_\_\_\_

### **Full Directions for use:**

Dosage and method

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Timing \_\_\_\_\_

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

Are there any side effects that the school needs to know about?

\_\_\_\_\_

\_\_\_\_\_

## Procedures to take in an Emergency

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### Contact Details

Name -----

Phone No (home/mobile) \_\_\_\_\_

(Work) \_\_\_\_\_

Relationship to pupil

Address

I understand that I must deliver the medicine personally to the Principal and accept that this is a service, which the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

### Agreement of Principal

I agree that \_\_\_\_\_ (name of child) will receive

\_\_\_\_\_ (quantity and name of medication) every day at

\_\_\_\_\_ (time(s) medicine to be administered e.g. lunchtime or afternoon break).

The child will be given/supervised whilst he/she takes their medication by school staff.

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

Signed \_\_\_\_\_ Date \_\_\_\_\_

