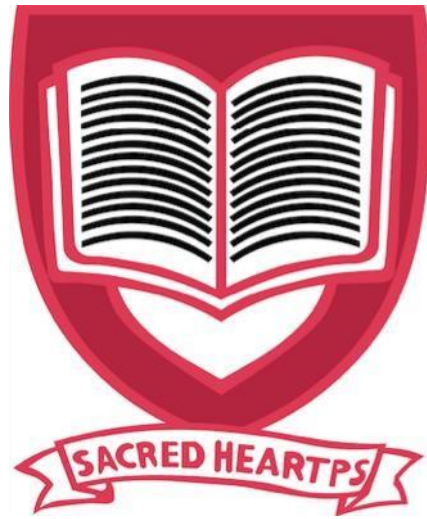




Sacred Heart P.S. Dundrum

Administration of Medication Policy

The Board of Governors and staff of Sacred Heart P.S. Dundrum, wish to ensure that pupils with medication needs receive appropriate care and support at school. 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.**

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

Parents are responsible for providing the Principal in writing with comprehensive information regarding the pupil's condition and medication. **Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.** Staff will not give a non prescribed medicine to a child unless there is 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 in the teacher's store in the child's classroom, out of the reach of pupils. The school will keep records as required, which they will have available for parents. (Appendix 2)

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 has 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 the school year.

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. Parents must provide Sharps boxes if required.

For each pupil with long term or complex medication needs, the Principal, will ensure that a Care 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 or medical procedures will receive appropriate training/guidance through annual Health Awareness Training arranged by the School Health Service and EA and will receive individual training as necessary.

The school will make every effort to continue the administration of medication to a pupil whilst on school excursions 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 are made aware of the procedures to be followed in the event of an emergency – awareness of relevant pupils and contact arrangements for the Emergency services. (Parents must be immediately alerted.) Please refer to the First Aid policy for further details.

The school cannot take responsibility for dealing with medicines which are dangerous and where timing is of vital importance. If a child has a serious condition requiring regular medication the pupil will have a medical support plan which clearly details medication required, dosage and storage. It is the sole responsibility of parents to ensure that medicines/pens have not expired.

Storage and Administration of Emergency Medication

- At the beginning of every academic year, the Principal will meet with parents and when appropriate, school nursing team, of children who have been prescribed emergency medication.
- It is the responsibility of the school nursing team and parent to provide the school with a copy of the child's care plan.
- It is the parents' responsibility to notify the Principal in writing of any change to their child's care plan.
- School staff will be trained annually in the management of anaphylaxis in educational establishments as provided by the Education Authority.
- All emergency medication is stored in the top shelf in the storeroom of the child's classroom. The child's care plan is stored along side the medication. A member of staff will ensure emergency medication is available during after school activities and school excursions.
- In the event of an emergency, a trained first aider will be sent for and parents will be contacted.
- All staff, including substitute teachers and outside agencies, are made aware of children who may require medication and are informed of the school's policies and procedures.
- Prior to school outings, a risk assessment is completed by the relevant staff and parents are informed of any potential hazards. Parents are encouraged to speak to the relevant staff if they have any concerns.

This policy will be updated on a biannual basis or as required.

Appendix 1

Sacred Heart P.S. Dundrum

REQUEST FOR A SCHOOL TO ADMINISTER MEDICATION

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

DETAILS OF PUPIL

Surname: _____ Forename (s) _____

Address: _____

Date of Birth: _____

Class: _____

Condition or illness:

MEDICATION

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

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

Date dispensed _____

Expiry Date _____

FULL INSTRUCTIONS FOR USE

Dosage and method

**NB DOSAGE CAN ONLY BE CHANGED ON A DOCTOR'S
INSTRUCTIONS**

Timing: _____

Special precautions: _____

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

Self Administration Yes / No (delete as appropriate)

Procedures to take in an Emergency

Contact Details

Name: _____

Phone No: (home/mobile) _____
(work) _____

Relationship to Pupil: _____

Address

I understand that I must deliver the medicine personally to
_____ (agreed member of staff) 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 medicine)
every day at _____ (time(s) medicine to be administered e.g.
lunchtime or afternoon break).

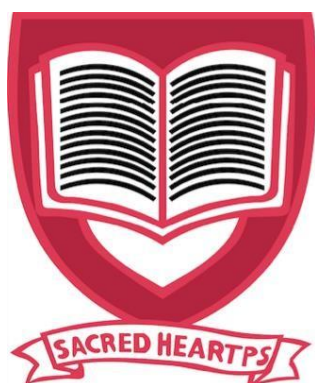
This child will be given / supervised whilst he /she takes their medication by
_____ (name of staff member).

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

Signed: _____ Date: _____
(The Principal)

Signed: _____ Date: _____
(Authorised member of staff)

The original should be retained on the school file and a copy sent to the parents to confirm the school's agreement to administer medication to the named pupil.



Appendix 2

RECORD of MEDICATIONS

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of Staff	Print Name

