

## APPENDIX 3: Health and Safety Policy

### Ardstraw Jubilee Primary School – Policy for the Administration of Medication in school

The Board of Governors and staff of Ardstraw Jubilee Primary School wish to ensure that pupils with medication needs made known to the school will receive appropriate care and support at school.

The Principal and Board of Governors 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 with comprehensive information regarding the pupil's condition and medication.
- Staff will not give a non-prescribed medicine to a child e.g. paracetamol, Calpol, Tunes etc.
- Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.
- Only reasonable quantities of prescribed medication should be supplied to the school (e.g. a maximum of 4 weeks supply at any one time) and placed in the care of the Principal.
- Each item of medication must be delivered to the Principal, or other 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 reach of the pupils. Unless otherwise indicated all medication to be administered in school will be kept locked in the safe.
- The school will keep records, which they will have available for parents.

February 2016

- 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 and request the parent/guardian to come to school to administer the medication. If a refusal to take medicine 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 parent's 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.
- 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 (Forms AM 1 + 2)
- 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 (Form AM 3)
- Members of 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 (ref: Critical Incident Policy)