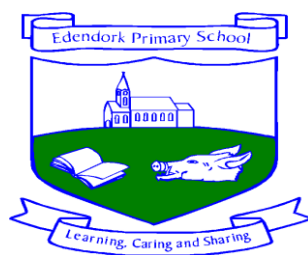


Edendork Primary School



Administration of Medication Policy

February 2022



POLICY FOR THE ADMINISTRATION OF MEDICATION IN EDENDORK PRIMARY SCHOOL

The Board of Governors and staff of Edendork 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 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.

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:

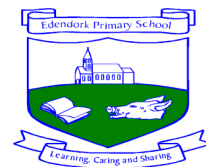
- Pupil's Name.
- Name of medication.
- Dosage.
- Frequency of administration.
- Date of dispensing.
- Storage requirements (if important).
- Expiry date.

The school will not accept items of medication in unlabelled containers.

Medication will be kept in a secure place, out of the reach of pupils.

Unless otherwise indicated all medication to be administered in school will be kept in a locked cupboard in school office.

- The school will keep records of administered medicine, which they will have available for parents. Agreed members of staff will agree to administer the medicine for each child. See for AM2. In the event of school trips this may change.
- 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.
- 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 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. Risk assessments will also be carried out where required.
- 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.
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.
- All staff will be made aware of the procedures to be followed in the event of an emergency.



Form AM1

MEDICATION PLAN FOR A PUPIL WITH MEDICAL NEEDS

Name of School: Edendork Primary School

Date _____ Review Date _____

Name of Pupil _____ Date of Birth ____ / ____ / ____

Class _____ National Health Number _____

Medical Diagnosis _____

Contact Information

1 Family Contact 1

Name _____ Relationship _____

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

2 Family Contact 2

Name _____ Relationship _____

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

3 GP

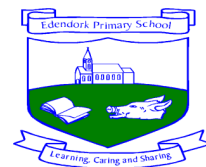
Name _____

Phone No _____

4 Clinic/Hospital Contact

Name _____

Phone No _____



Plan prepared by

Name _____ Designation _____ Date _____

Describe condition and give details of pupil's individual symptoms

Daily care requirements (e.g. before sport, dietary, therapy, nursing needs)

Members of staff trained to administer medication for this child (state if different for off-site activities)

Describe what constitutes an emergency for the child, and the action to take if this occur

Follow up care

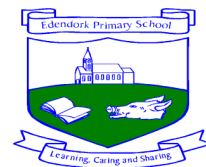
I agree that the medical information contained in this form may be shared with individuals involved with the care and education of

Signed _____ Date _____
Parent/carer

Distribution

School Doctor _____ School Nurse _____

Parent _____ Other _____



Form AM2

REQUEST FOR A SCHOOL TO ADMINISTER MEDICATION

Name of School: Edendork Primary School

Edendork Primary 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 ____ / ____ / ____ M ☐ F ☐ 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 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?

Self Administration Yes/No (*delete as appropriate*)



Procedures to take in an Emergency

Contact Details

Name _____ Relationship to Pupil _____

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

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*).

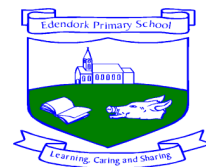
This child will be given/supervised whilst he/she takes their medication by
_____ (*name of staff member*).

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

Signed _____ Date _____

(*The Principal/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.



Form AM3 REQUEST FOR PUPIL TO CARRY HIS/HER MEDICATION

Name of School: Edendork Primary School

This form must be completed by parents/carers.

If staff have any concerns discuss this request with healthcare professionals.

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 of Medicine

Procedures to be taken in an emergency

Contact Details

Name _____

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

I would like my child to keep his/her medication on him/her for use as necessary.

Signed _____ Date _____

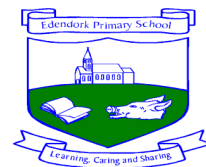
Relationship to child _____

Agreement of Principal

I agree that _____ (*name of child*) will be allowed to carry and self-administer his/her medication whilst in school and that this arrangement will continue until _____ (*either end date of course of medication or until instructed by parents*).

Signed _____ Date _____
(*The Principal/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 the named pupil carrying his/her own medication.



Form AM6 RECORD OF MEDICAL TRAINING FOR STAFF

Name of School Edendork Primary School

Name _____

Type of training received _____

Name(s) of condition/ _____

Medication involved

Date training completed _____

Training provided by _____

I confirm that _____ has received the training detailed above and is competent to administer the medication described.

Trainer's signature _____ Date _____

I confirm that I have received the training detailed above

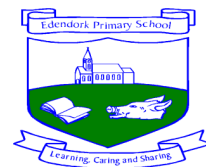
Trainee's signature _____ Date _____

Proposed Retraining Date _____

Refresher Training Completed -

Trainer _____ Date _____

Trainee _____ Date _____



**Edendork Primary School
Contact Form**

Principal: Anne Mc Alinden

Learning Support Co-ordinator/SENCO: Mrs Shields

**Trained First aiders: Mr. N. Morgan, Mrs E. Mc Causland,
Mrs A. Mc Ateer, Mrs A. Mc Alinden**

Education Authority

SEN Section:	02837512200
	02837415355
Educational Psychology: Fiona Treanor	02887726430
Health and Safety: David Orr	02837512429

Southern Health and Social Care Trust

Diabetes Specialist Nurse: Olivia Creaney

07841101953

Anaphylaxis (Armagh /Dungannon) Gladys Bleakley

02830834200

Thomas Street Health Clinic

02887723101

School Nurse:

02887713027

Local Hospital: Dungannon A & E

02887722821

Armagh Community Paediatrician: Tower Hill

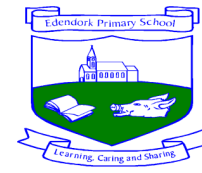
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RISK ASSESSMENT

School:	Edendork Primary School	Activity:	Administering medication		
Assessment carried out by:	Anne Mc Alinden	Date:	February 2022	Date of Review:	Feb. 2023

What are the Hazards	Who might be harmed and how?	Existing Control Measures What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Completed
Wrong medication administered Wrong dosage	Pupils Ill health Emergency	<p>The school's Health and Safety Policy and Administration of Medication Policy makes reference to/ includes the school's arrangements for managing the administration of medications</p> <p>No medication permitted in the school unless there is written parental consent stating the name of the pupil, the medication, the frequency and dosage to be administered</p> <p>A log is kept of all medication administered</p> <p>Medicines to be provided in the original container/ labelled with the name of the appropriate pupil, dose, frequency of administration and expiry date</p> <p>Medicines stored in a secure place, under lock and key (no medicines stored in first aid kits)</p>	<p>Further guidance and standard forms are available in the EAs health and safety manual for Principals and Governors</p> <p>"Supporting Pupils with Medication Needs" guidance is available from the special educational needs section of the Department of Education website: www.deni.gov.uk</p> <p>Ensure log is updated and utilised effectively.</p>	<p>All Staff Members</p> <p>Make parents aware of updated policy & procedures</p> <p>Staff involved in administration of medication.</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Updated policy and procedures in light of DE Supporting Pupils with Medication Needs</p>



		<p>Pupils are not to be given any short term medication e.g. painkillers unless by written parental request</p> <p>No child under 16 to be given aspirin containing medicine unless prescribed</p> <p>Any specific training required by staff on the administration of medication e.g. Diabetes control & EpiPen is arranged with the diabetes and school nurse, or child's GP (the Anaphylaxis Campaign have a video on their website showing how to administer an EpiPen)</p> <p>All emergency medicines (asthma inhalers, EpiPens etc.) are readily available and not locked away</p> <p>Any written agreements between the parents and the school must be reviewed periodically to ensure it remains accurate.</p> <p>As part of the school risk assessment Procedures, pupils' medical needs are catered for on educational visits and school trips.</p>	<p>Ensure parents remove and dispose of out of date medication.</p> <p>Ensure parents receive a copy of agreements.</p>	<p>Principal</p> <p>School Secretary</p>	<p>Termly</p> <p>Ongoing</p>	
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