
Strathearn Preparatory Department

MEDICATION POLICY



This policy is in line with the guidance detailed in the ‘Supporting Pupils with Medical Needs’ (2008) published by the Department of Education N.I. and the Department of Health, Social Services and Public Safety.

- 1.0** The Board of Governors and staff of Strathearn Preparatory Department wish to ensure that pupils with medical 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.**
- 2.0** Staff may volunteer to administer medication to a pupil, however, they cannot be directed to do so. There is no legal duty that requires school staff to administer medication: this is a voluntary role. The administration of medication to children remains the responsibility of the parent/carer or those with parental responsibility.
- 3.0** Parents/carers should keep their children at home if acutely unwell or infectious.
- 4.0** Parents/carers are responsible for providing the Principal/Head of Department with comprehensive information regarding the pupil’s condition and medication.
- 5.0** Prescribed medication will not be accepted in school without written and signed instructions from the parent/carer. **Refer to forms M1/M2.**
- 6.0** Staff will not give a non-prescribed medicine to a child unless there is specific written permission from the parent/carer.
- 7.0** Only reasonable quantities of medication should be supplied to the school
- 8.0** Where the pupils travels on transport during the school day with an escort, parents/carers should ensure that the escort has written instructions relating to any medication sent with the pupil, including medication needing administered.
- 9.0** Each item of medication must be delivered to the Head of Department/ Class Teacher, in normal circumstances by the parent/carer, in a secure and labelled container as originally dispensed.
- 10.0** 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.

- 11.0** Unless otherwise indicated, all medication to be administered in school will be kept in a secure location.
- 12.0** Strathearn Preparatory Department will keep records, which they will have available for parents/carers. **See form M3.**
- 13.0** If a pupil refuses to take medicines, staff will not force them to do so, and will inform parents/carers 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.
- 14.0** It is the responsibility of parents/carers to notify the school in writing if the pupil's need for medication has ceased.
- 15.0** It is the parents'/carers' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- 16.0** Strathearn Preparatory Department will not make changes to dosage on parent/carer instructions.
- 17.0** Every parent/carer should fill in a medication consent form for treatment if thought appropriate by the designated First Aider. **See form M4.**
- 18.0** School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent/carer at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent/carer for the responsibility of safe disposal.

- 19.0** For each pupil with long term or complex medication needs, the Principal, Head of Department and Pastoral Care Coordinator, in conjunction with the class teacher, will ensure that a Care Plan is drawn up, in conjunction with the appropriate health professionals.
- 20.0** Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents/carers will be asked to confirm in writing if they wish their child to carry medication with them in school. **(form M1)**
- 21.0** Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance (if required) through arrangements made with the School Health Service.
- 22.0** 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.
- 23.0** All staff will be made aware of the procedures to be followed in the event of an emergency.
- 24.0** The following proformas are available from the school office-
- Request for a pupil to carry her own medication **(form M1)**
 - Request to administer medication NOT on a pupil's Medical Care Plan. **(form M2)**
- 25.0** Most of our children will at some time have a medical condition that affects their attendance at school. Parents have a responsibility to ensure that children returning to school after a period of illness bring a letter of explanation for their absence or, in the absence of such a letter, telephone (02890 474684) or email Strathearn Preparatory Department (info@penrhyn.belfast.ni.sch.uk) to verify the reason for the absence.
- 26.0** Strathearn Preparatory Department will send home a medication/treatment slip to confirm an instance where medicine/treatment has been given.