



Administration of Medication Policy



Updated:	September 2024
Board of Governor Reviewed:	September 2024
Next review date:	September 2026

General Statement from the Board of Governors

The Board of Governors and staff of GIPS wish to ensure that pupils with medication needs receive appropriate care and support, wherever possible, 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** and where parents have provided all the information required as set out below. (This must be done by completing the appropriate forms – these may be received upon request from the school office.).

PLEASE NOTE:

- Parents should keep their children at home if acutely unwell or infectious.
- Staff will not administer any non-prescribed medicine unless there is specific prior written permission from the parents.
- It is now accepted that the dosage of many medicines can be arranged to permit medicine to be given to children before or after school. Parents should make this request to their GP and should only ask for medicine to be administered in school when this option is unsuitable.
- The Governors (having consulted the School Health Service / Designated Medical Officer) reserve the right to refuse a pupil entry into school where it is assessed that appropriate supervision / administration of medication cannot be guaranteed in order to ensure that pupil's safety.

In order to best cater for the needs of these pupils and to provide guidelines for staff and parents the following policy has been ratified by the Governors.

1. Parents of children with specific medical/dietary needs are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication either by providing a copy of their care plan or completing **FORM AM1**.
2. All parents will complete a 'Medical / Dietary Needs Annual Update' form annually – FORM AM5 Nursery and P1 children will complete this as part of their 'Welcome Pack' in May/June and P2-P7 will complete it at the beginning of September. This will ensure that the most up to date information is held by school.
3. An 'Administering Medication Request Form' - **FORM AM2**, which is available from the school office, must be completed and signed by the parent prior to any medication being given (a downloadable version is available from the school website → 'Useful Information' → 'Parents'). Mrs J Meadows will keep all completed forms for 2 years. If medication needs to be given to a pupil when on a school residential trip then **FORM AM2** should be completed and signed by the parent prior to leaving.
4. Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
5. Each item of medication must be delivered to the school office, in normal circumstances by the parent, or brought into school by the child to give to the class teacher. It must be 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
- Date of dispensing
- Storage requirements (if important)
- Expiry date

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

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

7. FORM AM3 is to be completed for any medications required for asthma (Appendix 1) – see school's separate policy on Asthma

8. 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.

9. It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased (long term administering only).

10. 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.

11. Parents should ensure that the dosage requested on FORM AM2 matches that on the actual medication.

12. School staff will not dispose of medication. Medicines, which are in use and in date, should be collected at the end of each 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.

13. For each pupil with long term or complex medication needs, the Principal, will ensure that a Health Care Plan and Protocol is drawn up, and where appropriate in conjunction with the appropriate health professionals.

14. Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

15. 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.

16. All staff will be made aware of the procedures to be followed in the event of an emergency.

17. Staff will receive relevant training on how to administer certain medication and provide First Aid training as appropriate – **FORM AM4**

Staff Indemnity Policy: (EA - SE Region)

If a member of staff administers medication to a pupil, or undertakes a medical procedure to support a pupil and, as a result, expenses, liability, loss, claim or proceedings arise, the employer will indemnify the member of staff provided all of the following conditions apply:

1. The member of staff is a direct employee.
2. The medication / procedure is administered by the member of staff in the course of, or ancillary to, their employment.
3. The member of staff follows:
 - The procedures set out in this guidance;
 - The school's policy;
 - The procedures outlined in the individual pupil's Medication Plan, or written permission from parents and directions received through training in the appropriate procedures
4. Except as set out in the Note below, the expenses, liability, loss, claim or proceedings are not directly or indirectly caused by and do not arise from fraud, dishonesty or a criminal offence committed by the member of staff.

NOTE: Condition 4 does not apply in the case of a criminal offence under Health and Safety legislation.

Teachers (who volunteer to administer or supervise medication) are responsible for:

- Have an awareness of the pupil's medical condition and be aware of when and where the pupil may need extra attention;
- Being aware of the likelihood of an emergency arising and the action to take if one occurs;
- Taking part in appropriate training, if available, and being aware of the possible side effects of the medication and what you do if they occur; and
- Supervising (remotely if required) pupils who self-administer medication, if this is required.

Educational Trips

- A copy of any Medication Plan plus required medication must be taken on visits
- At times it may be appropriate that an additional supervisor / parent accompany a particular pupil

Sporting Activities

- At times physical activity may have to be modified

- Pupils should be allowed immediate access to their medication if necessary, for example a pupil with asthma may need to take their inhaler before exercise

Confidentiality

Medical information regarding a pupil will be confidential. The Principal will determine, with parental permission, who else will have access to records and information about a pupil's medical needs.

It is important that a teacher does not disclose details of a child's condition to other pupils without the consent of the Principal (who will have received parental consent previously). When consent is given the situation should be handled as sensitively as possible.



FORM A1

PUPIL MEDICAL RECORD

Date _____

Review Date _____

Name of Pupil _____

Date of Birth _____/_____/_____

Class _____

Medical Diagnosis _____

GP

Name _____

Phone No _____

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)

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

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

FORM AM2

ADMINISTERING OF MEDICINE

Administering of Medication – Request Form

The school will not give your child medicine unless you complete and sign this form

Name of child: _____

Date of Birth: _____

Class: _____

Condition or illness: _____

Name/ Type of Medication: _____

(as described on the container)

Please complete the form below with the appropriate details, remembering to take a new row for each dosage to be given.

Name of medication	Date/ dates to be given	Time to be given	Dosage to be given	Teacher signature

I request and give my consent that the above medication be administered to my child as detailed.

Signed _____

Date _____