

## Do:

- Provide comprehensive information regarding your child's condition and medication
- Complete a written agreement, signed by you and the Principal
- Send an adequate quantity of up to date medication – it is YOUR responsibility to ensure that the School has up to date medication for your child
- Deliver personally to the Principal medication that your child needs, in a **SECURE AND LABELLED CONTAINER AS ORIGINALLY DISPENSED** – School will **NOT** accept medication in unlabelled containers.

## Don't:

- Send to school bought, over the counter medication. This will not be accepted or given to your child.
- Expect medication to be given to your child if written permission has not been given
- Expect staff to dispose of medication
- Send nuts or food containing nuts into school
- Allow children to carry medication into school
- Bring short term medication into school, please administer at home.

THIS GUIDANCE IS FOR THE PROTECTION OF  
YOUR CHILD AND SCHOOL STAFF

## Responsibilities:

Parents are responsible for:

- making sure that their child is well enough to attend school. A child's own doctor is the person best able to advise whether the child is fit to be in school and it is for parents to seek and obtain such advice as necessary;
- making the school aware that their child requires medication;
- reaching agreement with the Principal on the school's role in helping with their child's medication;
- providing the Principal with the original written medical evidence about their child's medical condition and treatment or special care needed at school;
- providing the Principal with written instructions and making a written agreement. Details of the dose and when the medication is to be administered, are essential;
- ensuring any changes in medication or condition are notified promptly;
- providing sufficient medication and ensuring it is correctly labelled;
- disposing of their child's unused medication.

Reviewed September 2018

**St. Dallan's Primary School**

Warrenpoint



*Supporting Pupils with  
Medication Needs*



It is the responsibility of the  
Parent/Guardian to provide to the  
school, in writing, up to date  
information on your  
Child's Medical Needs

## WELCOME

### School Vision Statement:

The vision of St Dallan's Primary School is one where each child and staff member feels valued, respected and loved; where talents and abilities are nurtured to enable all to reach their potential, in an inclusive environment committed to our shared Christian values.

### To the Parent/Guardian:

As you may be aware the Department of Education, along with the Department of Health, Social Services and Public Safety has reviewed the guidance issued to schools in relation to the Administration of Medicines and in supporting children with Medication needs. The purpose of this leaflet is to inform you of the changes and the school's Policy in Administering Medication. I would ask you to read this guidance carefully.

An inclusive education policy means that children with special educational needs, disabilities or medical needs will be educated in a variety of school settings and this may include children with complex medical needs, where a number of specific procedures may be required in relation to their physical health.

The school's 'duty of care' to pupils requires that all staff act in 'loco parentis' to pupils entrusted to the school and any associated school related activities.

For staff who do provide support for pupils with medication needs they will be provided with appropriate training and legally indemnified.

There is however **no legal duty** that requires school staff to administer medication; this is a voluntary role.

### Department of Education Guidance

There may be occasions where school staff may be asked to administer medication, but they **cannot be directed to do so. The administration of medication to children remains the responsibility of the parent** or those with parental responsibility. **Medication should only be taken to school when absolutely essential and with the written agreement of the Principal. Parents should be encouraged to request that medication be prescribed in dose frequencies which enable it to be taken outside school hours e.g. medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.** Schools should be alerted to the particular risks for young persons in taking **Aspirin and Ibuprofen and should not routinely administer these unless under clear medical guidance.**

## Summary of St Dallan's Policy

- 1.5.1 The Board of Governors and staff of St Dallan's Primary School Warrenpoint 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.**
- 1.5.2 Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication.
- 1.5.3 Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.
- 1.5.4 Staff will not give a non -prescribed medicine to a child.
- 1.5.5 Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- 1.5.6 Where the pupil travels on school transport or with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.
- 1.5.7 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.**

- 1.5.8 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 medicine cabinet.
- 1.5.9 The school will keep records which they will have available for parents.
- 1.5.10 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.
- 1.5.11 It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
- 1.5.12 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.
- 1.5.13 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.
- 1.5.14 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.
- 1.5.15 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.
- 1.5.16 Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.
- 1.5.17 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.
- 1.5.18 All staff will be made aware of the procedures to be followed in the event of an emergency.