St Patrick's Academy, Dungannon

Storage and Administration of Medication Policy

'Achieving Excellence Together'

June 2025 (Draft)

Rationale

The Board of Governors and staff of St Patrick's Academy 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 staff giving or supervising pupils taking medication during the school day. **These members of staff will be first-aid qualified and will have volunteered to assist with administration of mediation(s). They will also have sought parental permission in advance**.

Our school's Storage and Administration of Medication Policy has been produced in accordance with the recommendations contained in the Supporting Pupils with Medication Needs guidance document produced by the Department of Education and Department of Health, Social Services and Public Policy (February 2008).

If a pupil has been experiencing vomiting/diarrhoea, they should not return to school until they have had *at least 48 hours* free of symptoms.

Pupils who need to take medication in school.
These can be grouped into three categories:

- pupils who require 'over-the-counter' medication to be given in an emergency;
- pupils requiring short-term, prescribed medication;
- pupils with a long-term condition requiring regular medication.

Indemnity Policy

Academy staff are not contractually required to administer medication to pupils, although our School Health officer is employed on a contract which requires them to carry out certain medical reviews and practices. At times, first-aid trained staff may also volunteer to administer pre-agreed medication to a pupil in line with school procedure.

If a member of staff administers medication to a pupil, or undertakes a medical review/practice to support a pupil and, as a result, expenses/liability/loss/claim/proceedings arise, the employer (St Patrick's Academy, Dungannon) will indemnify the member of staff, provided the following conditions apply:

- The member of staff is a direct employee of our school and the medication is administered in the course of their employment and in line with school guidelines (Appendix 3).
- The member of staff follows:
    - The procedures set out in the DENI guidance document Supporting Pupils with Medication Needs (2008);
    - The School's Administration of Medication Policy;
    - The procedures outlined in a pupil's Medication/Action Plan (if one is in place).

  Details on: www.education-ni.gov.uk/articles/support-pupils-medication-needs

Responsibility of Parents/Carers

Parents/carers should keep their child(ren) at home if they are acutely unwell or infectious. To prevent and control infectious diseases, the Public Health Agency guidance for schools should be observed.
This can be accessed via the following link:
https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf

Parents/carers will:

- Understand that administration of medication is the responsibility of parents/carers, medication should only be taken at school when absolutely essential and in agreement with the parent/carer;

- As far as possible, ensure that the scheduling for taking prescribed medication is outside of school hours;
- Be responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication required, in addition to medications which have previously had an adverse effect on their child e.g. allergy to paracetamol. Details will be recorded on our school's Management Information System (i.e. SIMS);
- Provide full written and signed instructions in relation to administration and need before prescribed medication is accepted in school (Proforma in Appendix 1);
- Deliver items of medication to the School Health Officer **in a secure container as originally dispensed.** Each item of medication must be **clearly labelled** with the following information:

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

- Be responsible for renewing the medication when supplies are running low and ensuring that the medication supplied is within its expiry date;
- Forward any advice from a medical professional should the need for medication cease or change in any way;
- Parents/carers must confirm in writing to the School Health Officer if they wish their child to carry their medication with them in school as per school intake form and/or the 'Prescribed Medication Plan' (Appendix 1). Pupils should only carry the minimum amount of medication required for the duration of the school day ahead;
- Provide the school with spare emergency medical supplies, such as asthma inhalers and adrenaline auto-injectors, for their child;
- Collect all unused medicines at the end of each school year and return to their pharmacist. If uncollected and expired, the school will return to a pharmacist for safe disposal;
- Understand that the school will make every effort to continue the administration of medication for a pupil whilst on a trip, 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.
- Where the pupil travels on school transport with an escort, parent/carer should ensure the escort has written instructions in relation to any medication sent with the pupil, including medication for administration during respite care;

School Health Officer will:

- Maintain an accurate and confidential record of pupils' needs on the School's Management Information System (SIMS) and update records according to instructions issued by a GP/Pharmacist. Records to include medications which have had an adverse effect on a pupil;
- Oversee the administration of **prescribed** medication to a pupil when complete written and signed instructions from the parent/carer on a 'Prescribed Medication Plan' (Appendix 1) are received.
- Seek permission from a parent/carer before issuing **non-prescribed medication** to a pupil;
- Only give 'over-the-counter' medication and agreed dosage in line with school guidelines (Appendix 3);
- Encourage, where possible, pupils to administer their own medication, under staff supervision, if necessary. Parents/carers must confirm in writing to the School Health Officer if they wish their child to carry their medication with them in school;

- Update a member of the school's Safeguarding Team immediately should you become concerned for a pupil's safety and welfare;
- Contact the Head of Year or a member of SLT should a pupil persistently require non-prescribed medication;
- Keep a written record when administering medication including date, time and dosage in the 'Medication Issued' logbook (Appendix 2) provided;
- For pupils with long term or complex medication needs, ensure that a 'Prescribed Medication Plan' and subsequent protocols are drawn up (Appendix 1) in conjunction with parents/carers and on the advice of appropriate health professionals;
- Ensure that all medications are securely stored in the Medical Inspection Room, out of sight of the pupils. All medicines will be stored strictly in accordance with the product instructions and in the original container in which dispensed;
- Contact parents/carers to ensure that spare emergency medications, such as asthma inhalers and adrenaline auto-injectors are readily available to the pupils from the Medical Inspection Room;
- Co-ordinate medical arrangements with parents/carers for a pupil going on an outdoor learning experience, school trip, extra-curricular event or after school club and provide emergency medications, when necessary, for the member of staff in charge;
- Liaise with the SEN department and SLT with regard to support for pupils during the examination periods;
- Return medicines, which are in use but in date, to the parent/carer at the end of each year. Expired medicines/those no longer required will be returned immediately to the parent/carer. If uncollected and expired, the school will return to a pharmacist for safe disposal;
- Replenish all stocks of medication/supplies when the 'buffer' level is reached and in line with school guidelines (Appendix 3). This will include all first-aid kits within departments;
- To provide details to the Principal when a pupil has availed of the school's emergency prescribed medication i.e. inhaler adrenaline auto-injector;
- Provide and disseminate appropriate medical training/updates to staff, when required to do so. Providing training for staff of new pupils with a medical need will be a priority at the beginning of term one each year.

Members of SLT will:

- Seek medical details from parents/carers for their child before they start school, including those who consent/do not consent to 'over-the counter' medications;
- Alongside the teacher in charge of health and safety, provide an approved list of over-the-counter medications and supplies;
- Share parental consent information with the School Health Officer and update details on the School Information Management System;
- Not permit changes to dosages on parental instructions – a GP/pharmacist's letter is needed;
- Notify parents/carers when their child has availed of the school's emergency prescribed medication i.e. inhaler adrenaline auto-injector;
- For each pupil with long term or complex medication needs, the Principal will ensure that a Medication Plan and Protocol is drawn up (appendix 1), in conjunction with advice given by health professionals;
- Provide appropriate training/guidance for staff who volunteer to assist in the administration of medication by contacting external bodies such as the EA's School Health Service;
- 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;

- Provide support to the School Health Officer, especially when a pupil refuses to take medicines. Staff will not force a pupil to take medication 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 will contact emergency services.

Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medicine for use by pupils. Staff may administer a controlled drug to the pupil for whom it has been prescribed and should do so in accordance with the prescriber's instructions. Our school may look after a controlled drug, where it is agreed that it will be administered to the pupil for whom it has been prescribed. Controlled drugs will be kept in a locked, non-portable cabinet, with only named staff having access. A record will be kept for audit and safety purposes. Misuse of a controlled drug is an offence and will be dealt with in accordance with our school '*Drugs Education Policy*'.

Storage of Medication

All medicines will be stored strictly in accordance with the product instructions and in the original container in which dispensed. Pupils who require emergency medications, such as asthma inhalers and adrenaline pens, will provide an in-date 'spare'. These will be stored in individual containers and be made readily available to the pupils for whom they have been prescribed. Pupils will also be encouraged to carry their own inhaler/adrenaline pen in their schoolbag and consent will be sought for this before the pupil joins the school.

Administration of medication

The following guidelines should be observed:

- Check SIMS to ensure that there are no relevant medical details that may affect the pupil taking the medication;
- Contact the parent/carer listed if administering an 'over the counter' medication to gain their consent and ensure that the medication has not previously had an adverse effect on their child;
- Check the label and dosage carefully and administer according to school guidelines (Appendix 3);
- Ask pupils to administer themselves. If this is not possible, administer using a 'non-touch' method, preferably with another adult present.
- Administer the medication in a hygienic, well-lit area;
- Return the medication to a secure cabinet when finished;
- Record details of the administration of prescribed and non-prescribed medication in the 'Medication Issued' logbook provided;

Policy compiled: June 2005
To be reviewed: June 2026