



St Columba's Catholic Primary School

Administration of Medication Policy

St. Columba's Catholic Primary School is committed to supporting pupils with medical needs, including managing medication, in order to ensure attendance at school.

The Headteacher, supported by the *Governors*, accepts in principle, responsibility for

- The administration of prescribed medication by designated school staff
- The supervision of pupils taking prescribed medication
- The administration of non-prescription medication e.g. Painkillers.

The successful implementation of the policy is dependent upon a rigorous home-school partnership which is essential for the health and safety of all concerned.

Procedures

Receiving Medication

All medication **MUST** be in the original container.

All medication **MUST** be clearly labeled with

- the child's name
- the name and strength of the medication
- the dosage and when the medication should be given
- the expiry date of the medication.

In the case of children on long-term medication; medicines must be accompanied by written confirmation from a health practitioner (e.g. *GP*, clinical nurse specialist, nurse practitioner) including the dose/time to be given in school.

If two medications are required, these should be in separate, clearly and appropriately-labeled containers.

On arrival at school, all medication is to be handed to a designated member of staff by the parent, unless there is prior agreement with school and pupil



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for the pupil to carry medication (e.g. asthma inhalers) and details entered in the medication record.

Storage of Medication in school

Medication will be stored in a locked place. If refrigerated storage is required this will be an air tight container kept in a section of the fridge in the Main Office.

Once removed from the cabinet/fridge, medication will be administered immediately and never left unattended.

Documentation

VERBAL MESSAGES ARE NOT ACCEPTABLE

For each pupil receiving medication the school will keep (at school) the following documentation:

- Written request for school to administer medication
- Written confirmation of administration from a health practitioner if deemed necessary.
- Pupil record of medication administered. (This will be a bound book)
- Parental/Guardian consent for administration of medication on school trips

In addition, pupils with complex medical needs will have an Individual Health Care Plan (IHCP).

Administration of medication

Staff designated to administer medication and health care will receive training and advice from health practitioners when needed.

Medicine should be administered in an appropriate/confidential room.

Designated staff will follow directions for administration provided in writing as previously stated.

Designated staff will record details of each administration.

A child will never be forced to accept medication.

The school will inform parents immediately if a child refuses medication as prescribed and keep a record in the bound book.



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Self-Administration of Medication

Parents/Guardians must complete a written request form for a child to self-administer medication. (Examples would include insulin and or asthma medication. This is not an exhaustive list). This would only be allowed if a child has been trained and is competent to administer their own medication.

Record Keeping

A system of record keeping will include:

- List of designated staff
- Record of all training undertaken by designated staff
- Record of all training undertaken by children allowed to self administer medication and competent to do so
- Individual Health Care Plans (IHCP)
- Records of parental consent and health practitioner instructions, including those for self-administration consent, should be reviewed and confirmed annually.
- Record of administration of medication including amount administered and amount remaining (running total) is to be kept in a bound book
- Record of medication disposed of.

A parent request form should be completed each time there is a request for medication to be administered or there are changes to medication/administration instructions.

Reasons for not administering regular medication must be recorded and parents informed immediately.

The school will keep records of administration of medication in a bound book. This bound book will be kept in the storage cabinet.

Emergency Medication

Emergency medication as identified in the IHCP is subject to the same request and recording systems as non-emergency medication, with additional signed parental consent and in accordance with the IHCP.

Designated staff will refer to the IHCP.

This type of medication will be readily available.



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Consent and IHCP to be kept with the medication.

The IHCP will be checked and reviewed **TERMLY**.

It is the parent's responsibility to notify school of any change in medication or administration.

Procedures in the ICP identify:

- Where the medication is stored
- Who should collect it in an emergency
- Who should stay with the child
- Who will 'phone for an ambulance/medical support
- Contact arrangements for parents
- Supervision of other pupils
- Support for pupils witnessing the event
- Recording systems

Designated members of staff for the administration of medication are;
Mr. Dunne, Mrs. Fyles, Mr. Murphy, Mrs. Jones, Mrs. Rush, and Mrs. Clegg.

This document was implemented: Autumn Term 2007

This document will be reviewed: Summer Term 2010

Feb 10



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