



Administering Medication Policy

	Date	Signatures
Consultation (Staff, Pupils, Parents etc) key issues identified:	April 2025	
Key changes include:		
Ratification	April 2025	
Next consultation/review date:	April 2027	

The Board of Governors and staff of Saint Eugene's Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. The principal, Miss Gormley 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 have infections.

- Parents/carers are responsible for providing the principal (Miss Gormley) with comprehensive information regarding the pupil's condition and medication.
- Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.
- Staff will not give non-prescribed medicine to a child, if a child regularly needs pain relief such as Calpol this must be prescribed by a doctor and be noted as part of the child's care plan.
- Only reasonable quantities of medication should be supplied to the school. Parents/carers of pupils receiving medication over a prolonged period of time may make arrangements with Miss Gormley for storing larger quantities of medicine.
- Where the pupil travels on school transport with an escort, the parent/carer should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.
- Each item of medication agreed by the Principal, must be delivered to the school by the parent/carer, **in a secure and labelled container as originally dispensed.** Each item of medication must be in a small 'lunchbox' type container with a secure/clip lid and 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.**

- Medication will be kept in a secure place, out of the reach of pupils.
- If children refuse to take medicines, staff will not force them to do so, and will inform the parent/carer of the refusal, as a matter of urgency, on the same day. If a refusal to take medicine results in an emergency, the school's emergency procedures will be followed.
- It is the responsibility of parent/carer to notify the school in writing if the pupil's need for medication has ceased.
- It is the parent/carers' 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/carer instructions, this information must be supplied in writing from a doctor or on the prescription script.
- School staff will not dispose of medicines. Date expired medicines or those no longer required for treatment will be returned immediately to the parent/carer for transfer to a community pharmacist for safe disposal.
- For each pupil with long term or complex medication needs, a medication/care plan and protocol is drawn up by the appropriate health professionals and supplied to the Principal, Miss Gormley.
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication, under staff supervision.
- Staff who volunteer to assist in the administration of medication will receive appropriate training as necessary.
- 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.
- All staff will be made aware of the procedures to be followed in the event of an emergency.