



POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

Rationale

The Board of Governors and staff of The Wallace High School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Principal will accept responsibility in principle for the school's nurses or named school staff who have volunteered to give or supervise prescribed medication during the school day.

Please note that parents should keep their children at home if acutely unwell or infectious.

Parents are responsible for providing the school's nurses with comprehensive information regarding the pupil's condition and medication.

The school employs two qualified nurses who will administer a small number of over the counter medications. Your child will be carefully assessed and only if the school nurse deems it appropriate will medication be given. A card informing medication administered will be sent home.

In order to administer these simple medications the child's parent or guardian must complete a medical consent form annually thereby giving permission for their child to have simple treatment in school if the need arises.

If a pupil requires a prescription medicine while in school e.g. an antibiotic or regularly prescribed medication, an Administration of Medication form will be provided by the school for completion by the pupil's parent/guardian. The 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.

Only reasonable quantities of medication should be supplied to the school (for example a four weeks supply at any one time).

Where the pupil travels on school transport with an escort, parents should ensure the escort has patient specific direction instructions relating to any medication sent with the pupil, including medication for administration during respite care.

Each item of medication must be delivered to the school's nurse, in normal circumstances by the parent, in a secure and labelled container as originally dispensed. Medication will be kept in a secure place in the Medical Room, out of the reach of pupils. Unless otherwise indicated, all medication to be administered in school will be kept in a locked medical cabinet.

If children refuse to take medicines, the school's nurses 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.

It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased. It is the parents' responsibility to renew the prescribed medication when supplies are running low and to ensure that the medication supplied is within its expiry date. The school's nurses will inform parents when medication supplies are running low or it has reached its expiry date.

School staff will not dispose of medications. Prescribed medicines, which are in use are in date, will be sent home at the end of the school year. Date expired prescribed medication of those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

The school will make changes to dosages only on instruction from a medical practitioner.

For each pupil with long term or complex medication needs, the school's nurses, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

Children are advised not to carry any medication on their person with the exception of inhalers and adrenaline auto-injector pens.

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

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.