

## **Policy for the Administration of Medication**

The Board of Governors and staff of Ballycastle 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 member of staff responsible for first aid who will give or supervise pupils taking prescribed medication during the day.

Please note: members of staff in school are not under a contractual obligation to dispense medicines and that parents should keep their children at home if they are acutely unwell or infectious. It should also be noted that we will not dispense medicines for common ailments. In this case parents are advised to obtain slow release medication from their doctor.

### **Parents are responsible for:-**

- ❖ Providing the Principal with comprehensive information regarding the pupil's condition and medication.
- ❖ Delivering each item of medication to the Principal or school first aider in a secure and labelled container as originally dispensed, with written and signed instructions.
- ❖ Making sure each item of medication is clearly labelled with the following information:
  - (i) Pupil's name
  - (ii) Name of medication
  - (iii) Dosage
  - (iv) Frequency of medication
  - (v) Date of dispensing
  - (vi) Storage requirements
  - (vii) Expiry date.

### **The school will not accept items of medication in unlabelled containers.**

- ❖ Ensuring that only reasonable quantities of medication is supplied to the school (a maximum of four weeks supply at any one time)
- ❖ Renewing the medication when the supplies are running low and ensuring that the medication supplied is within its expiry date.
- ❖ Notifying the school in writing if the pupil's need for medication has ceased.
- ❖ Disposing of their child's medication

- ❖ Where it is appropriate to do so pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents should confirm in writing if they wish their child to carry medication with them to school.

**The school will be responsible for: -**

- ❖ Keeping the medication in a secure place out of reach of pupils.
- ❖ Keeping records which will be available to parents
- ❖ Ensuring that staff who administer medication will have appropriate training.

Drawing up a medication plan, in conjunction with the appropriate health professionals for each pupil with long term or complex medication needs.

**The school will not: -**

- ❖ Give an un-prescribed medicine to a child unless there is a specific prior written permission from the parent.
- ❖ Force a child to take medication if they refuse. The parents will be informed as soon as possible.
- ❖ Make changes to dosages on parental instructions.
- ❖ 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 and those no longer required will be returned to the parent for disposal.

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.

All staff will be made aware of the procedures to be followed in the event of an emergency.