



# **Administration of Medicines Policy**

**REVIEW DATE – SUMMER 2027**

*The Board of Governors and Staff at Newtownards Model Primary School wish to support any child within our school who requires medication*

*The school Principal is the nominated, 'identified' person as outlined in Paragraph 1.2.7 of the Supporting Pupils with Medication Needs document.*

Staff in Newtownards Model Primary School will however, only supervise the administration of **prescribed** medicines i.e. medicines dispensed with a prescription written by a doctor.

Staff are not obliged to administer medication and may opt out at their own volition. However, should staff volunteer to administer medication, then the following process should be followed rigorously.

### **Self-Administered Medication**

In instances where parents request prescribed medicine to be self-administered under supervision, the Principal should be consulted.

If a decision is made by the Principal to permit self-administration under supervision, the following procedures must be followed:

- (a) A protocol (only available from the Principal), must be completed and signed by the Parent and Principal. This protocol must give clear unequivocal information and must be completed in full.
- (b) The smallest practical dose should be brought to school by the parent following agreement with the Principal.
- (c) The medication will be stored in a labelled box in a locked First Aid cabinet in the teacher's store in the child's classroom **OR in the First Aid Room.**
- (d) Changes to dosage of prescribed medicine will only be accepted when the school receives written instructions from the child's doctor.
- (e) Parents are responsible for informing the school if the need for medication ceases, or if there are changes to the information provided on the Action Plan/Protocol.
- (f) Agreement will be made on the timings, place, dosage and persons involved. This will be recorded on the protocol. The period of dosage must also be confirmed.
- (g) Parents will be provided with a copy of the school's Administration of Medicines Policy.
- (h) All medication must be brought into school by the parent/guardian in a secure and labelled **container as originally dispensed.**

Each item of medication must be clearly labelled with the following information:

- (a) Child's name & class
- (b) Name of medication
- (c) Dosage

- (d) Frequency of administration
- (e) Date of dispensing
- (f) Storage requirements
- (g) Expiry date

Should a dosage of medication be missed for whatever reason, parents will be contacted as soon as is reasonably possible.

### **Emergency Administration of Medication**

In circumstances where there is a threat to the wellbeing of a child if emergency medication is not administered, then the school will do everything within its power to ensure that medication is administered, provided:

1. An Action Plan is provided by the Health Trust which is agreed by the school.
2. The Action Plan is signed by the School Nurse/GP/Paediatrician along with the parent and the School Principal.
3. Staff receive training in the administration of the medication.
4. Parents provide medication that has not expired. It is the parent's responsibility to replace medication before the expiry date. Staff will not administer any medication which is out of date. Parents are also responsible for the disposal of medicines not used. These should be returned to a pharmacist for proper disposal. In the case of Adrenaline pens e.g. EPIPEN/ JEXT, **two** pens must be provided
5. Parents must collect all medication from the school at the end of the Summer term and if required, provide the school with any necessary medication at the start of the school year.
6. Parents are responsible for informing the school if the need for medication ceases, or if there are changes to the information provided on the Action Plan /Protocol.
7. Parents will be provided with a copy of the school's Administration of Medicines Policy which they should sign.
8. The Medication will be stored in a labelled box in a locked First Aid cabinet in the teacher's store in the child's classroom **OR in the First Aid Room**. In the case of adrenaline pens, one pen will be stored in the aforementioned First Aid cabinet and a second pen will be stored in a labelled box in the First Aid Room.

### **Asthma**

Given the need for inhalers to be available at all times and the lack of inherent danger caused by inhalers, a separate protocol will be completed by parents of children with asthma who require an inhaler.

Any spare inhaler kept by a child's teacher should be labelled and retained in a labelled container in a notified, easily accessible position in their store.

### **Non Prescribed Medication**

Children must not bring **any** form of non-prescribed medicine to school for self- administration, as there is an inherent risk involved. eg Cough mixture, Calpol, Paracetamol.

Parents who wish to give their child prescribed or non-prescribed medication during the school day are welcome to come to school and administer this to their own child. Arrangements must be made with the Principal.

### **Trips and Residential**

Staff will administer prescribed medication on a trip or residential but only in the understanding that the processes set out above, for either Self-Administration of Medication or Emergency Administration of Medicine have been followed in full. **No non-prescribed/ over-the-counter medication will be administered including no Calpol.**

### **Self-Administered Medication on Trips-**

(a) A protocol (only available from the Principal) must be completed and signed by the Parent and Principal. This protocol must give clear unequivocal information and must be completed in full.

(b) The smallest practical dose should be brought to school by the parent following agreement with the Principal.

(c) The medication will be kept by the child's teacher on a day trip or by the person nominated in charge of medication on a residential

(d) Changes to dosage of prescribed medicine will only be accepted when the school receives written instructions from the child's doctor.

(e) Parents are responsible for informing the school if the need for medication ceases, or if there are changes to the information provided on the Action Plan/Protocol.

(f) Agreement will be made on the timings, place, dosage and persons involved. This will be recorded on the protocol. The period of dosage must also be confirmed.

(g) Parents will be provided with a copy of the school's Administration of Medicines Policy.

(e) All medication must be brought into school by the parent/guardian in a secure and labelled container **as originally dispensed**. Each item of medication must be clearly labelled with the following information:

(a) Child's name

(b) Name of medication

(c) Dosage

(d) Frequency of administration

(e) Date of dispensing

(f) Storage requirements

(g) Expiry date

Should a dosage of medication be missed for whatever reason, parents will be contacted as soon as is reasonably possible.

### **Emergency Administration of Medicine**

If a child attending a day trip or a residential has a condition which may require the Emergency Administration of Medicines, then the 8 conditions highlighted above must already be in place. The only change when on a trip or residential is that:

(8) The medication will be kept by the child's teacher on a day trip or by the person nominated in charge of medication on a residential. The medication will be stored in a labelled box and will be available at all times during the trip/ residential. In the case of adrenaline pens e.g. EPIPEN/ JEXT, both will always be available.