



‘Achievement for All’

ST JOSEPH’S BOYS’ SCHOOL

ADMINISTRATION OF MEDICINES POLICY

Reviewed _____

Date: _____

Agreed SMT _____

Date: _____

Principal

Agreed BOG _____

Date: _____

St Joseph's Boys' School

'Achievement for All'



POLICY FOR THE ADMINISTRATION OF MEDICATION

'Nevertheless, I will bring health and healing to it; I will heal my people and will let them enjoy abundant peace and security. Jeremiah 33:6

Introduction

- 1.1 The Board of Governors and staff of St. Joseph's Boys' School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Principal 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.**

Aims

- 1.2 Those pupils with identified medical needs such as Type 1 Diabetes will receive appropriate care and support as outlined in their individual care plans.

Please note that Parent/Guardians should keep their children at home if acutely unwell or infectious.

Roles and Responsibilities

- 2.1 Parent/Guardians are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication.
- 3.1 Prescribed medication will not be accepted in school without complete written and signed instructions from the Parent/Guardian.
- 4.1 Staff will not give a non-prescribed medicine to a child. Pupils sometimes ask for painkillers e.g. paracetamol. School staff should not generally give non prescribed medication to pupils; it may not be known whether the child had a previous dose, whether the child is allergic to this drug or whether there may be a reaction with another drug previously taken.
- 5.1 Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- 6.1 Where the pupil travels on school transport with an escort, Parent/Guardians should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.
- 7.1 Each item of medication must be delivered to the Principal or Authorised Person, in normal circumstances 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:

- 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.

- 8.1 Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet.
- 9.1 The school will keep records, which they will have available for Parent/Guardians.
- 10.1 If children refuse to take medicines, staff will not force them to do so, and will inform the Parent/Guardians 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.
- 11.1 It is the responsibility of Parent/Guardians to notify the school in writing if the pupil's need for medication has ceased.
- 12.1 It is the Parent/Guardians' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- 13.1 The school will not make changes to dosages on Parent/Guardian instructions. Parent/Guardians must inform the school in writing confirmed by a doctor's letter that the dosage has been changed.
- 14.1 School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the Parent/Guardian at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the Parent/Guardian for transfer to a community pharmacist for safe disposal. Parent/Guardian will be contacted by the main office to inform them when medication needs collected for disposal. All medication is placed in an envelope with child's name.
- 15.1 For each pupil with long-term or complex medication needs, the Principal, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals. These will be the individual care plans for those pupils with diagnosed conditions such as type 1 diabetes. These care plans are drawn up by healthcare professionals in conjunction with the Parent/Guardian and made available for staff in the implementation of procedures.
- 16.1 Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parent/Guardians will be asked to confirm in writing if they wish their child to carry their medication with them in school.

- 17.1 Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.
- 18.1 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.
- 19.1 All staff will be made aware of the procedures to be followed in the event of an emergency. All staff should know who is responsible for carrying out emergency procedures in the event of a particular need and who is the First Aider. A pupil who is taken to hospital by ambulance should be accompanied by a member of staff who will remain until the Parent/Guardian arrives. If a pupil is taken to hospital it is essential that school makes every effort to inform Parent/Guardians immediately, failing that the emergency contact person will be informed.
- 20.1 Where there is concern about whether the School can meet a pupil's needs or Parent/Guardian expectations, the Principal will seek advice from appropriate professionals namely Education Authority (EA)/ Catholic Council for Maintained schools (CCMS), Senior Medical Officer or other health professionals.

FIRST AID STAFF

Roisin McLaughlin
Cecilia McDevitt
Clare Doherty
Anne Beattie
Kevin Brady
Donna Christy
Deborah Connor
Annis Doherty
Donna Doherty
Colette Hazlett
Pat Hickey
Maria Hribar
Annemarie Kearney
Ethna McAdams
Annette McCallion
Geraldine McCallion
Marie McCloskey
Catherine Mullin
Geraldine Murphy
Freda Nash

HEARTSTART STAFF

Karen O'Donnell
Declan Kirk
Elaine McDermott
Carla Hagan