

# Grange Park Primary School Medication Administration Policy

## September 2023



Grange Park Primary School recognises that there are pupils who may need to take medication during school hours for long or short term medical needs, or in emergency situations.

**The prime responsibility for a pupil's health rests with the parent/guardian,** however, to enable pupils requiring medication to participate as fully as possible in school activities the school may agree to assist a child with medical needs.

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.

The Governors (having consulted with the School Health Service/Designated Medical Officer/CCMS) reserve the right to refuse a pupil entry into school where it is assessed that appropriate supervision/administration of medication cannot be guaranteed in order to ensure that pupil's safety.

### **Short term medication**

There are times when pupils require short term medication e.g. antibiotics but are otherwise well enough to attend school. (Medicine should only be administered during school hours where no other option is available.) **School staff will not give non prescribed medication without prior written approval from the parent/guardian** (See appendix 1) as staff may not be aware of any previous dose taken or whether the medication will react with other medication. A member of staff will supervise the taking of the medication and keep a note of dosage and times. (See appendix 3) Parents are also welcome to come to the school office to administer medication to their child.

If pupils refuse to take medicines, staff 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.

### **Dietary Requirements and Allergies**

It is the responsibility of the parents to notify the school of any allergies or dietary requirements. The Senior Executive Officer will be responsible for ensuring the staff in the kitchen are aware of all allergies. The kitchen have their own systems in place for ensuring they know which children have allergies and the best way to meet the

needs of all pupils. Should you wish to know more about this, please contact the school office.

### **Long term medical needs**

Some pupils may have medical conditions which will require regular administration of medication in order to maintain their access to education. These pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly. Grange Park Primary School will endeavour to support pupils so they can take part in most normal school activities.

In some cases pupils with medical needs may be more at risk than their classmates. Grange Park Primary School may then need to take additional steps to safeguard the health and safety of such pupils. Examples of these additional steps are – staff training in the administration of medication, an individual health care plan or a school based risk assessment.

### **Health Care Plan for Pupils with Medical Needs**

Health Care Plans (see appendix 2) should be filled in by the parent at the beginning of each academic year for medication taken in school or at home. Medication noted on these plans should be sent to school and labelled with the following information:

Pupil's name

Name of medication

Dosage

Frequency of administration

Date of dispensing

Storage requirements

Expiry date

**It is the parent's responsibility to send in new medication when the date has expired. They should also inform school in writing if there are any changes to medication or medical conditions during the academic year. School should also be informed of any medication taken by children at home.**

Any medical care plans created by a registered nurse or GP linked to medical conditions must also be sent to the teacher at the beginning of the year. Where a medical care plan is in place from a GP/ nurse, the school will not make changes to dosages on parental instructions. This must come from a doctor.

Please note the school cannot accept items of medication in unlabelled containers.

All staff will be made aware of the procedures to be followed in the event of an emergency – paying particular attention to any medical care plans in place.

### **Administration of Medication**

Those pupils who require administration of medication will be supported in the best way possible. The adults who work with them will be trained accordingly and a space provided to deliver the treatment or administer the medication. All of this will be in line with the plans filled in by the parent/guardian. Where it is appropriate to do so, pupils will be encouraged to administer their own medication under staff supervision. At all

times staff will ensure the dignity of the child is maintained and their needs met in a discrete manner.

### **Storage and organisation of medication**

Some medicines may be harmful to anyone for whom they are not prescribed. Therefore Grange Park Primary School organises pupil medication in the following ways:

- All medication will be kept in a secure place, out of reach of pupils.
- Each classroom will have a green labelled medication box for storage of classroom medication.
- Where two items of medication are required e.g. 2 epi-pens, one will be stored in the classroom and the second stored in a labelled cupboard in the staffroom.
- A record is kept of all medication administered and is stored in the box. (see appendix 3)

To aid quick identification of pupils with medical needs, a page with pupil photos and a short description of condition and medicine required will be with class information e.g. on the back of a store door. This page will be out of view of pupils but will be looked at by relevant staff, cover teachers and substitute teachers.

As stated, medication is stored in the classroom and staff room. If a child requires medication when they are in another part of the school e.g. the hall, a staff member will go to the nearest location and get it. Children will not bring their medication with them to other places in the school, unless previously requested by the parent and agreed by the class teacher.

Where a parent is unable to provide a second piece of medication despite the recommendation of so on a care plan they will be asked to sign a disclaimer that the school will not be able to follow their best practice. (see appendix 4)

### **School trips**

If pupils with medical needs are leaving the school grounds for trips, all medication (both from the classroom and staffroom) will accompany the child. The teacher will also have informed the setting of any medical needs ahead of time. Where the teacher will not be with the child on the trip e.g. if working in small groups in different locations, the supervising adult will be fully informed of the child's needs and care plan. However in most cases the teacher will endeavour to be with the child at all times. Sometimes an additional supervisor or parent might accompany a particular pupil.

### **Extra- curricular Activities**

If pupils with medical needs are participating in teacher led extra- curricular activities, it is the parents responsibility to inform the teacher in charge of the activity of their child's needs. This can be done when signing up. The teacher will then consult the

child's health care plan and ensure they know where their medication is before the club begins.

If pupils with medical needs are participating in external extra-curricular activities, it is the parents' responsibility to inform the organisation in charge of the activity of their child's needs. Organisations using the school premises will be familiar with the location of the medication in the staffroom and a point of contact should they require additional medication from classrooms. Parents may also wish to send medication directly to these organisations. In this circumstance the school cannot accept responsibility for the handling of this however to ensure the safety of pupils it can be left into the school office and collected by the relevant organisation.

### **After Schools Provision (Wrap Around Care)**

Grange Park Primary School's building is used by a wrap around care company called 'Play for All'. 'Play for All' have their own systems in place for ensuring they know children's medical needs however there may be occasions when parents need to pass medication on to this company. This can be done by leaving medication into the school office where it can be collected by 'Play for All' when they arrive at school.

This facility can also be used for other external wrap around care providers that pick up from Grange Park Primary School.

**It is the parents responsibility to let After School Providers know this medication has been left. The school cannot accept responsibility for passing medication on.**

### **Staff Medical Conditions/Medication**

Any staff member who has a medical need should ensure their line manager and year group partner are aware and that they know where medication is kept if required.

### **First Aid**

Grange Park Primary School ensures they have enough first aid trained staff to cover the various areas of the school. These people will be made known to the whole school and will be called upon to administer first aid if required. The 'First-Aiders' will provide first-aid treatment for anyone injured on site during the school day. Records of incidents are stored in the school office and communicated to the parents.

There is a red triangle in each classroom and area of the school that can be sent alert other staff that a first aid trained member of staff is needed. There are first aid boxes in the staff room and first aid cupboard and first aid bags for school trips which will be monitored and restocked when required.

In the event that an ambulance is required, the first-aider will call (or instruct another member of staff to call) 999. School office staff will contact the parent/guardian of the pupil. An adult should be sent to check there is access outdoors for the ambulance and will have the closest door open ready for the fastest response required. In the event that the parent cannot get to school before the ambulance leaves, the Principal or a familiar school adult will go in the ambulance with the child. Office staff will

communicate to the parent what is happening and will ask them to meet and take over from the school adult at the hospital.

### **General illness**

To prevent spread of illness, for the good of the whole school community, parents should follow medical guidelines and keep children away from school until fully recovered or the infectious period has ended. (See appendix 5) All absences should be notified to the school office by telephone or email on the first day of absence. If the absence is prolonged parents should keep the school informed.

Appendix 1  
**Short Term Medication Plan**



**Pupil Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Brief Details of Condition/Illness (e.g. tooth ache)**

**Medication details**

Name of medication:

\_\_\_\_\_

Amount to be given:

\_\_\_\_\_

Time to be given:

\_\_\_\_\_

Time previously given (e.g. at home at 8:30am)

\_\_\_\_\_

Dates required to be given in school:

\_\_\_\_\_

**Parent/Guardian details:**

**Teacher/ Principal details:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature:

Signature:

Appendix 2

**Health Care Plan for Pupils with Long Term Medical Needs**

**Pupil Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**DOB:** \_\_\_\_\_

**Brief Details of Condition/Illness**

**Medication details**

Name of medication:

\_\_\_\_\_

When is this to be given:

\_\_\_\_\_

Dosage and method:

\_\_\_\_\_

Side effects:

\_\_\_\_\_

Procedure to take in an emergency:

\_\_\_\_\_

Any medication taken at home that we should know about:

\_\_\_\_\_

**Parent/Guardian:**

Signature:

**Teacher/ Principal:**

Signature:

Medical Care Plan from GP/ Nurse?

**Yes/ no**

Medical Care Plan from GP/ Nurse attached?

**Yes/ No**



Appendix 4  
**Disclaimer form for medication not provided**



**Pupil Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

<b>Brief Details of Condition/Illness and advised treatment:</b>          
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I understand that it is the policy at Grange Park Primary School to have two sets of medication – one stored in the classroom and one stored in the staffroom.

By signing this form I am confirming that I am unable to provide two sets of medication and that my child will only have one set in the classroom for their use.

**Parent/Guardian details:**

Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Signature:   
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Date:   
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Appendix 5

Guidance on when an unwell child should not attend school.

### Do I need to keep my child off school?

HSC Public Health Agency

<b>Chicken Pox</b> Until all spots have crusted over	<b>Conjunctivitis</b> No need to stay off but school or nursery should be informed	<b>Diarrhoea &amp; Vomiting</b> 48 hours from last episode	<b>Glandular Fever</b> No need to stay off but school or nursery should be informed	<b>Hand, foot &amp; mouth</b> No need to stay off but school or nursery should be informed	<b>Impetigo</b> Until lesions are crusted & healed or 48 hours after commencing antibiotics
<b>Measles or German Measles</b> 4 days from onset of rash	<b>Mumps</b> 5 days from onset of swelling	<b>Scabies</b> Until after first treatment	<b>Scarlet Fever</b> 24 hours after commencing antibiotics	<b>Slapped Cheek</b> No need to stay off but school or nursery should be informed	<b>Whooping Cough</b> 48 hours after commencing antibiotics
<b>Flu</b> Until recovered	<b>Head Lice</b> No need to stay off but school or nursery should be informed	<b>Threadworms</b> No need to stay off but school or nursery should be informed	<b>Tonsillitis</b> No need to stay off but school or nursery should be informed		

Most up to date guidance can be found using the link below:

<https://www.publichealth.hscni.net/publications/guidance-infection-control-schools-and-other-childcare-settings-0>