

## CRAIGAVON SENIOR HIGHSCHOOL

### POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

The Board of Governors and staff of Craigavon Senior High School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Principal will accept responsibility 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.**

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

Parents are responsible for providing the Principal, or authorised person, with comprehensive information regarding the pupil's condition and medication.

When possible, medication should be taken outside of school hours. Parents are responsible for their young person's needs on the way to and from school.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. (Form AM2). Please obtain from school staff

Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. (Form AM2). Please obtain from school staff

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under adult supervision, e.g. Head of Year.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time, exceptions to this may include asthma inhalers, epilepsy medication, Epi-pens and diabetic medication).

Glass containers must not be carried by pupils.

Each item of medication must be delivered to the Principal or authorised person, in normal circumstances by the parent, **in a secure and labeled container as originally dispensed.** Each item of medication must be clearly labeled 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 unlabeled containers.**

The medicine should not be kept by the pupil. Should a pupil be found in possession of a prescribed medicine about which the school has not been informed the pupils Head of Year should be informed. The Head of Year will inform the parents of the pupil reminding them of school procedures. If abuse is suspected the designated teacher will be informed and the normal procedures followed.

Medication will be kept in a secure place, out of reach of pupils in each General Office.

The school will **not** make changes to dosages on parental instructions.

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.

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 medication when supplies are running low and to ensure that medication supplied is within its expiry date.

School staff will not 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 or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

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.

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 in appropriate supervision cannot be guaranteed.

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

### **Accident/Emergency Procedures**

- In a medical emergency staff shall contact the general office and request the assistance of one or more of the first-aid team.
- If an ambulance required:
  - a) the caller will give full details of the incident to relay to the ambulance control
  - b) at least one member of first-aid trained staff will remain with the patient
  - c) a person will be delegated to wait for the ambulance and direct paramedics to the correct location
- In an accident or emergency situation parents shall be informed immediately.
- In the case of an accident the Principal shall ensure that the correct documentation is completed and forwarded to the Education Authority Southern Region.

### **Training**

An adequate number of teaching and administrative staff over the two campuses are fully trained in 'First Aid at Work'. Regular organisation of First Aid training is arranged by the Health and Safety Officer with numbers of trained staff kept under constant review.

There is ongoing liaison with school nurses who provide:

- d) information and advice regarding pupils with on-going medical conditions
- e) in-school training on dealing with such conditions
- f) training in use of Epi pens in instances such as Anaphylactic reaction
- g) medication plans for pupils with specific medical conditions
- h) inoculations