

Lismore Comprehensive School



"Caring and Learning Together"

POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL POLICY

POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

The Board of Governors and Staff of Lismore Comprehensive 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.**

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

Parents are responsible for providing the School Nurse with comprehensive information regarding the pupil's condition and medication.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.

Staff will not give non-prescribed medication to a child unless there is specific prior written permission from the parent.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

Each item of medication must be delivered to the School Nurse or Authorised Person, in normal circumstances by the parent, **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.

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.

The school will keep records of medication given which they will have available for parents, if requested.

If children refuse to take medication, 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 medication 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 the medication supplied is within its expiry date.

The school will not make changes to dosages as a result of parental instructions.

For each pupil with long term or complex medication needs, the School Nurse, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision.

Lismore Comprehensive 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.

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

Monitoring and review.

The policy for the Administration of Medication in School will be monitored by the School Nurse who will undertake a review of the policy every two years.