

# Killen Primary School



## Administration of Medication Policy

April 2025

Signature: C Goan Principal

Signature: L Sproule Chair, Board of Governors

Date: April 2025

Next Review date: April 2028

**K**ids **P**athway to **S**uccess

### **KPS Ethos statement**

We at Killen Primary School believe pupils should have access to a safe, happy, stimulating environment in which they reach their full potential, socially, emotionally and academically. Furthermore, the values of respect, kindness, equality and mutual understanding are the foundations of the school.

### **KPS Vision**

Killen Primary School strives to be a safe, welcoming, child-centred, inclusive school family celebrating success for all. We encourage each child to be confident and develop a sense of responsibility for themselves and respect for others in the community.

### **KPS Mission statement**

Killen Primary School aims to:

- Provide high quality teaching that inspires a love for learning in every child through engaging and challenging experiences
- Meet the individual needs of all learners through differentiation and personalised support
- Create a safe, happy and stimulating learning environment where every child feels valued, respected and included
- Ensure equality of opportunity for all students to reach their full potential, regardless of their background or abilities
- Empower students to become responsible and compassionate citizens who contribute positively to their community
- Support the professional development of staff to ensure they have the skills and knowledge to deliver high quality education.
- Build strong partnerships with parents, families and external agencies to support student learning and well-being
- Operate with a strong set of values that prioritise respect, kindness and inclusivity for all members of the school community

### **Killen Primary School Core Values**

- Respect
- Kindness
- Inclusivity/Equality
- Happiness
- Manners
- Resilience

Killen Primary School  
Administration of Medicines Policy

In school there may be pupils who may need to take medication during school hours for long or short term medical needs, or in emergency situations.

The most common ailments suffered by pupils are asthma, epilepsy and diabetes. Anaphylaxis and extreme allergic reactions to certain foods, such as nuts, fish and dairy products, is also on the increase. If and when the need arises staff will receive additional training to assist with the dealing of anaphylactic emergencies.

It may become necessary for Staff to administer medication to pupils. Although the Staffs' conditions of employment do not include giving medication or supervising a pupil taking it, staff may volunteer to do this.

**IT IS IMPORTANT TO NOTE**

The administration of medication to children remains the responsibility of the parent or those with parental responsibility.

Medication should only be taken to school when absolutely essential and with the agreement of the Principal.

Parents should be encouraged to request, where possible, that medication be prescribed in dose frequencies which enable it to be taken outside school hours e.g. medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

School should be alerted to the particular risks for young persons in taking Aspirin and Ibuprofen and should not routinely administer these unless under clear medical guidance.

Who is responsible for administering medication?

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 ensure that all staff acting within the scope of the Pupil's Health Care Plan as well as within their terms and conditions of employment will be indemnified for all actions taken that are associated with the administration of medicines.

If and when the need arises special arrangements for particular pupils in managing and administering medication will be arranged as follows:

### **Special Educational Needs**

Pupils with medical needs do not necessarily have special educational needs. But for those who do, their needs are addressed by the guidance contained within the Code of Practice for the Identification and Assessment of Special Educational Needs 1998 and the supplement to the Code published in September 2005<sup>2</sup>. Under the terms of the Education (Northern Ireland) Order 1996, a Health and Social Care authority must provide help to the EA for a pupil with special educational needs, which may include medication needs, whether a child is placed in a mainstream or special school. Health and Social Care authorities have a responsibility to provide advice and training for school staff in procedures which deal with a pupil's medication needs, which in turn should support that child's access to education. EAs, Health and Social Care authorities and schools should work together, in close partnership with parents, to ensure quality support in school for pupils with medication needs.

### **Risk Management**

Dealing with medical conditions and medication needs must take into account the risks which arise from these and aim to minimise probability of anything more serious happening to the child. Action will be taken to optimise opportunities to minimise risk. Medicine will be safely stored and children are informed about the dangers of taking any medicine which does not belong to them.

### **Parents and Those with Parental Responsibility**

The administration of medicines is the responsibility of parents and those with parental responsibility. The dosage of many medicines can be arranged to permit medicine to be given to children before or after school - not during school -wherever possible. However, where this is not possible, pupils may be able to self-administer medication. If this is a difficulty, then an appropriate compromise with the parents and the prescribing doctor can be explored.

Parents are responsible for:

- making sure that their child is well enough to attend school. A child's own doctor is the person best able to advise whether the child is fit to be in school and it is for parents to seek and obtain such advice as necessary;
- making the school aware that their child requires medication;
- reaching agreement with the Principal on the school's role in helping with their child's medication;
- providing the Principal with the original written medical evidence about their child's medical condition and treatment or special care needed at school;
- providing the Principal with written instructions and making a written agreement. Details of the dose and when the medication is to be administered, are essential;
- ensuring any changes in medication or condition are notified promptly;
- providing sufficient medication and ensuring it is correctly labelled;
- disposing of their child's unused medication; and giving written permission for the pupil to carry his/her own medication.

### **Access to Medication**

Pupils must have access to their medicine when required. They will know where their own medication is kept and who is responsible for it.

Some medicines, such as inhalers for asthma, are readily available to pupils and should not be locked away. Pupils are allowed to carry their own inhalers. Permission must be granted by carers (**Form 6**)

If a pupil is likely to suffer a severe allergic reaction, the pupil may be old enough to carry his or her own medication (e.g. EpiPen®/ Anapen®) but if not, a suitable, safe, yet accessible place for storage should be found. Other medicines are kept in a secure place not accessible to pupils.

### **Hygiene/Infection Control**

All staff are familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

## **Short Term Medication.**

There are times when pupils request painkillers at school including aspirin and paracetamol.

School staff **should not** give non prescribed medication without **prior approval** from the parent/guardian as staff may not be aware of any previous dose taken or whether the medication will react with other medication.

A member of staff may only administer short term medication on **receipt of a letter/completed application to administer medicine form from the parent indicating the quantity and time the medicine should be given.(Form 2)**

## **Prescribed medication - 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 and with support from the school can take part in most normal school activities.

This category also includes pupils who, because of an existing medical condition might have an emergency episode which could put their life at risk and so would demand immediate attention. The main groups here would be those with severe epilepsy, diabetes and anaphylaxis due to food allergies. Depending on the severity of their condition these children might require a Medication Plan, which itself may reveal the need for some school staff to have further information about a medical condition or specific training in administering a particular type of medication or in dealing with emergencies. In these instances, school staff will never give medication without appropriate training from health professionals.

For children with significant medication needs an individual programme of training will be devised. All training will be reviewed annually and be child specific.

Training should be arranged in conjunction with the Health and Social Services Boards/Trusts, Community Paediatricians, School Nurse/Community Children's Nurse or other health professionals. Health Boards/Trusts have the discretion to make resources available for any necessary training. In many instances they will be able to provide the training themselves. A health-care

professional should confirm that any training has given staff sufficient understanding, confidence and proficiency in medical procedures and communicate this to the employer. It will also be necessary to develop a programme of refresher courses to ensure that competencies remain current.

Training should be for named staff member(s) in the specific procedure(s) for each named child or children. The training programme undertaken must be planned and recorded in detail for the named staff member(s).

The training in specific procedures should include:

- information on the individual child's Medication Plan;
- the requirement to maintain the child's confidentiality;
- instruction on the procedure required by demonstration, followed by supervised practice where appropriate, and supported by a written protocol. This protocol should include the actions necessary for the trained person to implement and will become part of the pupil's Medication Plan.
- Where appropriate, child protection or intimate care issues must be addressed. Ideally, the staff will be trained before the child starts attending school, but, otherwise, parents must be aware that they will need to continue being responsible for the procedures until staff are trained

In cases where individual procedures may be needed, a **Form 1 Pupil's Health Care Plan** will be drawn up.

### **Pupil's health care plan**

When a parent requests medication to be administered to a pupil at school, the principal will discuss the pupil's condition with the parent and implications of the pupil's medical condition with the appropriate staff and where necessary draw up a Health Care Plan, i.e.:

— A written request together with a statement of the pupil's condition and requirements must be made available to the school (**Form 2 Request by Parent for School to Administer Medication**);

The school will decide on the way in which the school will meet the pupil's requirements

Appropriate training will be sourced from qualified persons, i.e. Pupil's GP, Specialised Nurse, School Clinical Medical Officer;

\_ The school will ensure that a sufficient number of staff are trained in order to cover absences;

\_ Two members of staff will always be present when administering medication which could expose staff to allegations of assault or sexual abuse,

\_ Staff will be trained how to call emergency services.

#### Emergency procedures (**Form 4**)

\_ All staff should know how to call the emergency services.

\_ The principal should be alerted if an emergency occurs.

#### Storage of medication

Some medicines may be harmful to anyone for whom they are not prescribed. If the school agrees to administer this type of medicine

We will ensure that:

\_ The medicine container is labelled with the name of the pupil, dose and frequency of administration and any expiry date;

\_ Where a pupil requires two or more medicines, these should be kept in their original container and never transferred to another container;

\_ Medicines will be kept in a secure location;



\_ The trained staff and the pupil know where the medicines are stored and who holds the key;

\_ A record is kept of all medication administered (**Form 5**);

\_ A regular check will be made to ensure that a medicine is not out of date, e.g. **Epi-pen/Diabetes medication**

### School trips

The school may need to take additional safety measures for outside visits.  
Arrangements for taking any necessary medication will be taken into consideration.

Staff supervising excursions will always be aware of any medical needs and relevant emergency procedures. Sometimes an additional supervisor or parent might accompany a particular pupil. The pupil will always remain within the group of the supervisory staff e.g. teacher/CA

Any pupil with particular medical needs will have their photo taken and placed in a file that will be in each classroom so that substitute teachers/school staff can be aware of any needs/exemptions from activities etc.

**Further information, useful contacts and helplines can be found in the Department of Education and Skills booklet "Supporting Pupils with Medical Needs"**

**Website:** <https://www.education-ni.gov.uk/sites/default/files/publications/de/supporting-pupils-with-medical-needs.pdf>

**Form 1**

**Killen Primary School**

**Healthcare Plan for a Pupil with Medical Needs**



Name \_\_\_\_\_

Date of Birth \_\_/\_\_/\_\_

Class/Form \_\_\_\_\_

Date \_\_/\_\_/\_\_

Review date \_\_/\_\_/\_\_

**Contact Information**

**Family contact 1**

Name \_\_\_\_\_

Phone No. (work)

(home)

Relationship \_\_\_\_\_

**Family contact 2**

Name \_\_\_\_\_

Phone No. (work)

(Home)

Relationship \_\_\_\_\_

**Clinic/Hospital contact**

Name \_\_\_\_\_

Phone No. \_\_\_\_\_

G.P. Name \_\_\_\_\_

Phone No. \_\_\_\_\_

Describe condition and give details of pupil's individual symptoms:

Daily care requirements, (e.g. before sport/at lunchtime):

Describe what constitutes an emergency for the pupil, and the action to take if this occurs:

Follow up care:

Who is responsible in an emergency: (State if different on off-site activities)

*Parents to complete if they wish the school to administer medication. The school will not give your child medicine unless you complete and sign this form, and the Principal has agreed that school staff can administer the medication*

**Form 2: Application to administer Medicine**



**Details of Pupil**

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

Address: \_\_\_\_\_

\_\_\_\_\_

M/F: \_\_\_\_\_

Date of Birth: -\_\_/\_/\_\_\_

Class/Form: \_\_\_\_\_

Condition or  
illness: \_\_\_\_\_

\_\_\_\_\_

**Medication**

Name/Type of medication (as described on the container)

For how long will your child take this medication:

Full directions for use:

Dosage and method: \_\_\_\_\_

Timing: \_\_\_\_\_

Special precautions:

Side effects:

Self-administration: Yes / NO

Procedures to take in an Emergency:

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**Contact Details**

Name:

Daytime Telephone No

Relationship to Pupil

Address:

*I understand that I must deliver the medicine personally to the Principal and accept that this is a service which the school is not obliged to undertake*

Signature(s):\_\_\_\_\_

Date

\_\_\_\_\_

Relationship to pupil:\_\_\_\_\_

(Form 3)

Killen Primary School

**Staff training record – administration of medical treatment**



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

Type of training received: \_\_\_\_\_

\_\_\_\_\_

Date training completed: \_\_\_\_\_

Training provided by: \_\_\_\_\_

I confirm that \_\_\_\_\_ has received the training detailed above and is competent to carry out any necessary treatment.

Trainer's signature: \_\_\_\_\_

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

I confirm that I have received the training detailed above.

Staff signature: \_\_\_\_\_

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

Suggested review date: \_\_\_\_\_

## Form 4

### Emergency Planning

#### Request for an Ambulance to:

Dial 999, ask for ambulance and be ready with the following information.

1. School telephone number
2. School name, address and postcode
3. Give exact location in the school
4. Give your name
5. Give brief description of pupil's symptoms
6. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the emergency.



### Record of medication administered

[illegible]



Killen Primary School



**Form 6: A REQUEST FOR PUPIL TO CARRY HIS/HER**  
**MEDICATION**

This form must be completed by parents/carers.

**Details of Pupil**

Name \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Class \_\_\_\_\_

Condition or illness \_\_\_\_\_

**Medication**

**Parents must ensure that in date properly labelled medication is supplied.**

Name of Medicine \_\_\_\_\_

Procedures to be taken in an emergency \_\_\_\_\_

**Contact Details** Name \_\_\_\_\_

Phone No (home/mobile) \_\_\_\_\_ (work) \_\_\_\_\_

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

**I would like my child to keep his/her medication on him/her for use as necessary.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

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

\_\_\_\_\_

**Agreement of Principal**

I agree that \_\_\_\_\_ will be allowed to carry and self administer his/her medication whilst in school and that this arrangement will continue until \_\_\_\_\_ (either end date of course of medication or until instructed by parents).

Signed \_\_\_\_\_ Date \_\_\_\_\_

(The Principal/authorised member of staff)

**The original should be retained on the school file and a copy sent to the parents to confirm the school's agreement to the named pupil carrying his/her own medication.**