



# **PARKGATE**

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## **PRIMARY SCHOOL**

Version	Date	Revision Author	Summary of Changes
	2020	Mrs. V Ferguson	Update of policy to include new Principal.

## Rationale

The Board of Governors and staff of Parkgate Primary School wish to ensure that pupils with “Ongoing Medical Conditions” receive appropriate care and support at school. However the administration of medicines is ultimately the responsibility of parents and carers. The Governors acknowledge that the Designated / Deputy Designated Teachers for Child Protection and Special Needs Classroom Assistants are not contractually required to administer ongoing medication and do so as a volunteer.

## Procedures

- Parents/carers should keep their child / children at home if they are unwell or infectious to enhance their recovery and for the health and wellbeing of the whole school community.
- A summary of the Public Health Agency’s “Guidance on infection control in schools and other childcare settings” will be distributed to parents every September as an annual reminder of correct protocol. Parents/carers who enrol pupils during the school year and parents/carers of new P1 pupils will be given a copy in their information/ induction files. It will also be available on the school’s website.
- For the health and wellbeing of the whole school community staff will **not** administer any “Short Term Medication”.
- Parents / carers will be permitted to visit the school to administer medication and will be required to record the administration details on a “Record of SHORT TERM MEDICATION administered by a parent / carer” form.
- The dosage of many medicines can be arranged by a GP to facilitate their administration before or after school.
- Parents / carers are responsible for providing the school with appropriate information regarding their child’s/children’s ongoing medical condition and medication.
- Medication will not be accepted by the school without receipt of a completed “Ongoing Medical Condition Form”.
- These forms are stored in a central “Medical Register” and in teachers’ “Pastoral Care Administration Files”.

- Medication must be labelled as originally dispensed and contain the following information:
  - Pupil's name
  - Name of medication
  - Dosage
  - Frequency of administration
  - Date of dispensing
  - Expiry date
- All medication is stored in a secured area.
- Medication can only be administered to the pupil by the Principal / Designated Teacher for Child Protection who will use the school's "Medical Register" to check instructions for correct dosage.
- Each pupil's medication is kept in a sealed / named clear wallet and a "Ongoing Medication Monthly Audit" is operated to check that all medication is within its expiry date.
- If the Principal is not available, ongoing medication will be administered by Mrs Ferguson, Deputy Designated Teacher for Child Protection.
- If required Special Needs Classroom Assistants will be permitted to administer daily ongoing medication.
- All relevant staff will complete the appropriate sections of the "Record of ONGOING MEDICATION administered by a member of staff" form and send a copy to a parent/carer to acknowledge and sign.
- It is the responsibility of the parent / carer to notify the school in writing if a pupil's need for ongoing medication has ceased.
- When appropriate a parent / carer will receive a form from school requesting a new supply of ongoing medication.
- It is the parents' responsibility to renew the medication and send to school appropriately labelled.
- Date expired ongoing medication will be returned to the parent for appropriate disposal.
- Before administering long term medication other than an inhaler a parent / carer will be contacted by phone to give their permission. This protocol aims to ensure that the designated members of staff are aware of what

## ADMINISTRATION OF MEDICATION POLICY

medication the pupil has been given, prior to the commencement of the school day, and thus prevent the administration of an overdose of medication. (This procedure will not be required for the administration of medication for a pupil who receives daily ongoing medication).

- If after the administration of long term medication the symptoms are not relieved the school will make contact with a parent/carer. If they cannot be contacted the person appointed as an emergency contact on the family's Data Collection Form will be contacted. If this contact is not available the Emergency Service will be requested by the school.
- Parents / carers will be given a copy of an Administration of Ongoing Medication Form to sign and return to school. This document will be stored in the pupil's medication file.
- For any pupil with a complex ongoing medical need, the Principal will ensure that a "Medication Plan" is created and associated protocol implemented, in conjunction with the relevant health professionals.
- If required, staff who volunteer to assist with the administration of ongoing medication will receive training / guidance from the School Health Service.
- The school will make every effort to administer ongoing medication to pupil/pupils whilst on a school trip. Ongoing Medication / Medical Records / Plans and an Administration Record Sheet will be taken on the excursion.
- Staff are made aware that pupils' medical Information is confidential.

## Review Timescale

In order to ensure that this policy is meeting the needs of our school community positively and effectively, its content and implementation will be reviewed annually and revised when necessary.

Legislative changes may require that revision is necessary before the scheduled time. If this is the case, it will be overseen by the Principal, in consultation with the relevant parties.

Mrs V Ferguson  
Principal

May 2020

To be reviewed: September 2020

This policy has been ratified by the Board of Governors of Parkgate Primary School and is now accepted as school policy.