

## DO

- **Keep children home if unwell.**
- **Provide comprehensive information regarding your child's condition and medication.**
- **Provide an adequate quantity of up-to-date, prescribed medication.**
- **Deliver medication to the Principal/office staff, in a labeled container as originally dispensed.**

## DON'T

- **Send over the counter medication – it won't be administered.**
- **Expect medication to be given to your child if written permission has not been given.**
- **Expect staff to administer medication if your child refuses it.**
- **Expect staff to dispose of medication.**

**THIS GUIDANCE IS FOR THE PROTECTION OF  
YOUR CHILD AND SCHOOL STAFF**

## Parent Responsibilities

- Provide to the school, in writing, up to date information on their child's medical needs.
- Make sure you child is well enough to attend school. A doctor is best able to advise whether a child is fit to be in school & parents should obtain such advice as necessary.
- Make the school aware that their child requires medication.
- Agree with the Principal on the school's role in helping with their child's medication.
- Provide the Principal with the original written medical evidence about their child's medical condition & treatment or special care needed at school.
- Provide the Principal with written details of the dose & when the medication is to be administered.
- Ensure the school is notified of any changes in medication or condition promptly.
- Provide sufficient medication & ensure it is correctly labelled.
- Dispose of their child's unused medication.
- Give written permission for their child to carry their own medication.

Principal Mr. K O'Neill

24 Monteith Road, Annaclone, Co. Down BT32 5LS  
028 40671363 [info@stcolmans.annaclone.ni.sch.uk](mailto:info@stcolmans.annaclone.ni.sch.uk)  
[@stcolmansps](https://www.stcolmansps.com) [www.stcolmansandallsaints.co.uk](http://www.stcolmansandallsaints.co.uk)



## Supporting Pupils with Medication Needs

St. Colman's Primary School  
& All Saints' Nursery Unit  
(Annaclone)



The Board of Governors and staff wish to ensure that pupils with medication needs receive appropriate care and support at school. The school's 'duty of care' to pupils requires that all staff act in 'loco parentis' to pupils entrusted to the school and any associated school related activities. This may mean that staff may need to provide support for pupils with medication needs on a regular basis or for a limited time period.

The school must follow specific guidelines when administering medication to pupils as outlined by the Department of Education and the school's Medication Policy.

An inclusive education policy means that children with special educational needs, disabilities or medical needs will be educated in a variety of school settings and this may include children with complex medical needs where a number of specific procedures may be required in relation to their physical health.

### Department of Education Guidance

There may be occasions where school staff may be asked to administer medication, but they **cannot be directed** to do so (i.e. administering medication is not a legal duty but a voluntary role). The administration of medication to children remains the responsibility of the parent or those with parental responsibility.

For staff who do provide support for pupils with medication needs they will be provided with appropriate training and legally indemnified. There is however **no legal duty that requires school staff to administer medication; this is a voluntary role.**

Medication should only be taken to school when absolutely essential and with the written agreement of the Principal. Parents should be encouraged to request, 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.



### Summary of School Medications Policy

- Parents/guardians should keep their children at home if acutely unwell or infectious.
- Parents/guardians are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication.
- Prescribed medication will only be accepted in school with complete written and signed instructions from the parent.
- Only prescribed medicine in original container can be administered – no over the counter medicines can be given to a child by staff. Labelling must include child name, medicine name, dosage, frequency of administration, dispensing date, storage requirements (as needed), expiry date.
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- Where the pupil travels on school transport or with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.
- 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.
- 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, which they will have available for parents.
- It is the responsibility of parents/guardians to notify the school in writing if the pupil's need for medication has ceased.

- The school will only make changes to dosages on doctor's written instruction.
- It is the parent's/guardian's responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- If children refuse to take medicines, staff will not force them to do so, and will inform the parent/ guardian of the refusal, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.



- School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent/guardian at the end of each term. Date expired medicines or those no longer required for treatment will be returned to the parent/guardian.
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parent/guardian will be asked to confirm in writing if they wish their child to carry their medication with them in school.
- 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 if appropriate supervision cannot be guaranteed.
- All staff will be made aware of the procedures to be followed in the event of an emergency.