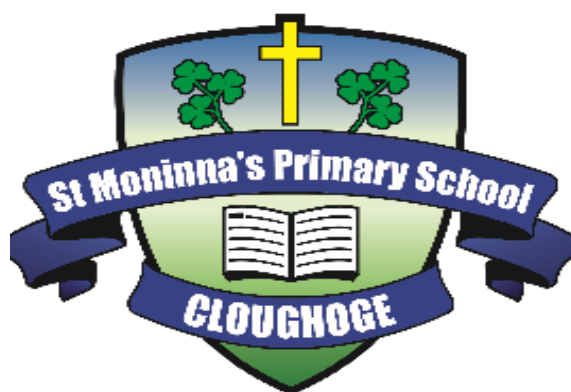


# St Moninna's Primary School and Nursery Unit



## Medication Policy

*Ag foghlaim agus ag fás le grá  
Learning and growing with love*

Agreed by Governors	
Review Date	
Principal	
Chair of Governors	

The Board of Governors and staff of St. Moninna's PS and Nursery Unit 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 Principal 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 a non prescribed medicine to a child unless there is specific prior written permission from the parents.

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 Principal 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 in the Principal's office, out of the reach of pupils. The school will keep records as required, which they will have available for parents. If children 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 the medication supplied is within its expiry date.** The school will not make changes to dosages on parental instructions.

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 the school year.

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. Parents must provide Sharps boxes if required

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

Staff who volunteer to assist in the administration of medication or medical procedures will receive appropriate training/guidance through annual Health Awareness Training arranged by the School Health Service and EA and will receive individual training as necessary.

The school will make every effort to continue the administration of medication to a pupil whilst on Trips or Sporting Activities 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 are made aware of the procedures to be followed in the event of an emergency – awareness of relevant pupils and contact arrangements for the Emergency services. (Parents must be immediately alerted.) The school has 8 trained First Aiders who are available to deal with any emergency and are known to all staff.

#### **Monitoring, Review and Evaluation of this Policy**

This policy will be reviewed annually / when changes in policy are required. Any changes in provision or policy will be relayed appropriately. The review process will be assisted by feedback from teachers, parents, governors, outside agencies and pupils.