

## Drumhillery Primary School Prescribed Medication Policy

Guidelines for the administration of drugs in schools

### Suggested procedures

- When a parent or guardian makes a **written** request that a child is given a specified dose of a **prescribed** medicine it remains at the discretion of each teacher whether or not he/she administers the medicine. (There is no contractual requirement to administer medicines.) In any case teachers cannot be held liable if anything unforeseen should develop.
- Teachers should not consent to administer “over the counter” medicines, such as cough bottles, paracetamol, Calpol etc.
- When a request is made for a teacher to administer long-term medication, the following procedures should be adhered to-
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  - The Principal, class teacher and the parents/guardians should meet to inform and to agree procedures and documentation.
  - Relevant Staff will be given such training as is necessary in relation to the child’s condition, the medication to be administered and any treatment that might be required during the school day.
  - Assuming that the class teacher consents to administering the medicine, another member of the teaching staff should be named as back-up in the event that the class teacher is absent or unavailable.
  - The medicine/tablets will be kept in a secure place and both the class teacher and the back-up will hold a key.

### The initial meeting

- Inform parents/guardians of the voluntary nature of the administration of drugs in school and the position of teachers in relation to this.
- Discuss the child’s medical condition and the medication in question.
- Inform the parent/guardian of the need for a written agreement, signed by them and by the child’s GP.
- Establish how the medication will be delivered to school and when, (e.g. 5 tablets, appropriately labelled, once a week, on a Monday).
- Establish :-
  - how much responsibility the child can be given in the administration of the medication.

- how and when the medication is administered and any timetabling issues.
  - if the parent/guardian believes that the teachers involved require any specific training.
- Inform parents that a record will be completed and signed each time the medication is administered.

Our school maintains and updates a medical register on each pupil which is updated as appropriate. Upon admission to the school parents complete a data collection form on which they state any specific medical or dietary considerations. Thereafter, however, it is entirely the parents responsibility to inform the school if any of this information changes and indeed all parents are annually informed of this responsibility.