



## POLICY FOR THE ADMINISTRATION OF MEDICATION

1. The Board of Governors and staff of Kylemore Nursery School wish to ensure that children with medical needs receive appropriate support and care at school. The principal will accept responsibility in principle for members of school staff giving or supervising children taking prescribed medication during the school day where those members of staff have volunteered to do so.

**Please note that parents should keep their child at home if acutely unwell or infectious.**

2. Parents and carers are responsible for providing the Principal with comprehensive information regarding the child's medication and condition.
3. Prescribed medication will not be accepted in school without complete written and signed instructions from the parents/carers.
4. Staff will not give a non prescribed medicine to a child.
5. The quantity of medication supplied to the school should be a **maximum of 4 weeks** at any one time.
6. Where a child travels to school with an escort, parents should ensure the escort has written instructions relating to any medication sent with the child, including medication for administration during respite care.
7. Each item of medication must be delivered to the Principal or Authorised person, in normal circumstances by the parent, **in a secure labelled container as originally dispensed.** Each item of medication must be clearly labelled with the following instructions:
  - Child's name
  - Name of medication
  - Prescribed dose
  - Frequency of administration

- Date of dispensing
- Storage requirements (if important)
- Expiry date

**The school will not accept items of medication in unlabelled containers.**

8. Medication will be kept in a secure place, out of reach of children.  
Unless otherwise indicated all medication to be administered in school will be kept in a locked medication cabinet.
9. The school will keep records, which they will have available for parents.
10. If children refuse to take medication, 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 results in a medical emergency, the school's emergency procedures will be followed.
11. It is the responsibility of parents to notify the school in writing if the child's need for medication ceases.
12. 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.
13. The school will not make changes to dosages on parental instructions.
14. 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 each term. 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.
15. For each child 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.
16. Where it is appropriate to do so, children will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.
17. Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

**18.**The school will make every effort to continue the administration of medication to a child 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.

**19. A copy of any Medication Plan will be taken on visits in the event of the information being needed in an emergency.**

**20.**All staff will be made aware of the procedures to be followed in the event of an emergency.

### **Policy on Dealing With Sick children**

In the interest of the health of all our pupils, parents, and staff, it is our policy that sick children should be kept off school until they are fit enough to enter into all activities including outdoor play.

Information about symptoms and incubation periods of various illnesses is followed from "Guidelines from the School Medical Officer"

However, on occasions, children attending Nursery may become unwell during the school day. On such occasions, the following steps will be taken;

- A child who appears ill will be dealt with sympathetically and appropriately.
- Staff will attempt to contact the child's family in the order of priority on their data capture form.
- If family cannot be reached by phone, the sick child will be given the opportunity to rest quietly until the regular home time when the parent/carer will be informed.

<b>Date Policy Written</b>	<b>Date of Amendment</b>
September 2009	December 2019