

Administering Medication

June 2025

Introduction

The Board of Governors and staff of Kylemore Nursery School wish to ensure that pupils with medication needs receive appropriate care and support at school.

Ideally, the administration of medication should be administered by parents/guardians. Where possible it is the school's policy to comply with requests from parents/guardians to help in administering medicines to children when these are of an essential nature (e.g. epilepsy, diabetes, asthma, anaphylaxis), during the school day.

Who is responsible for administering medication?

The prime responsibility for a pupil's health rests with the parent/guardian, however, to enable pupils requiring medication to participate as fully as possible in school activities the school may agree to assist a child with medical needs.

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/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 not be accepted in school without complete written and signed instructions from the parent/guardian. Parents/guardians will be required to complete the form, 'Request for a School to Administer Medication' (AM2 Form Appendix 1). Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

Arrival of Medication in School

Only reasonable quantities of medication should be supplied to the school. Each item of medication must be delivered to the Principal, in normal circumstances by the parent/guardian, in the containers 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.

Storage of medication

Kylemore Nursery School will ensure that:

- the secure medicine container is labelled with the name of the pupil,
- clear instructions for dosage and frequency of administration are with the medication;
- where a pupil requires two or more medicines, these should be kept in their original container and never transferred to another container;
- medicines are kept in a secure cupboard;
- the trained staff know where the medicines are stored
- a record is kept of all medication administered (Appendix 3)

Further Information

The school will keep records of all medication administered (Appendix 3)

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.

If children refuse to take medicines, staff will not force them to do so and will inform the parents/guardians 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/guardians to notify the school in writing if the pupil's need for medication has ceased.

It is the parents/guardians 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/guardian at the end of each term.

Date expired medicines or those no longer required for treatment will be returned immediately to the parent/guardian for transfer to a community pharmacist for safe disposal.

For each pupil with long term or complex medication needs, the Principal, will ensure that a 'Medication Care Plan for a Pupil with Medical Needs' is completed and protocol is drawn up, in conjunction with the appropriate health professionals. Risk assessments will also be carried out where required.

A record will be kept in the Principal's office of all medicines administered to children. 'Record of Medicines Administered to all children' (AM2 Appendix 3)

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service. Records of staff training will be kept by the Principal.

All staff will be made aware of the procedures to be followed in the event of an emergency (Appendix 2 Emergency Planning – Request for ambulance displayed by phone)

Form AM2

Appendix 1

Request by Parent for School to administer medication

The school will not give your child medicine unless you complete and sign this form, and the Principal has agreed that school staff can administer the medication

Details of Pupil

Surname:

Forename(s)

Address:

Date of Birth: _____

Class: _____

Condition or illness:

Medication

Name/ Type of medication (as described on the container)

For how long will your child take this medication:

Date dispensed: _____

Full direction for use:

Dosage and method:

Timing: _____

Special precautions:

Side effects:

Self-administration:

Procedures to take in an Emergency:

Contact Details

Name: _____

Daytime Telephone

No: _____

Relationship to Pupil:

Address:

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service which the school is not obliged to undertake. I understand that I must inform the school of any changes in writing.

Date: _____ Signature(s): _____

Relationship to

pupil: _____

Agreement of Principal

I agree that _____ (name of child) will receive
_____ (quantity and name of medicine) everyday at
_____ (time(s) medicine to be administered eg
lunchtime or afternoon break).

Appendix 2
Emergency Planning

Request for an Ambulance to:

Dial 999, ask for ambulance and be ready with the following information.

1. School telephone number – 02870344893
2. Location
Kylemore Nursery School, Kylemore Road, Coleraine, BT513HG
3. Give your name
4. Give brief description of pupil's symptoms
5. Inform Ambulance Control of the best entrance and state that the crew will be met at the gate

Appendix 3

KYLEMORE NURSERY SCHOOL

Record of medication administered

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