



Campbell College
Junior School & Kindergarten

Administration of Medication Policy

Policy Reviewed: August 2025

Next Review: August 2027



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Introduction

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

The Head of Junior School 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.

Junior School's Administration of Medication In School Policy has been produced in accordance with the recommendations contained in the *Supporting Pupils with Medication Needs* guidance document produced by the Department of Education and Department of Health, Social Services and Public Policy (February 2008).

Pupils who need to take medication in school

These can be grouped into three categories:

- pupils requiring short-term, prescribed medication;
- pupils with a long term condition requiring regular medication;
- pupils who require medication to be given in an emergency.

Indemnity Policy

- College staff are not contractually required to administer medication to pupils, although some staff are employed on contracts which require them to carry out certain medical procedures.
- If a member of staff administers medication to a pupil, or undertakes a medical procedure to support a pupil and, as a result, expenses/liability/loss/claim/proceedings arise, the employer (Campbell College) will indemnify the member of staff, provided the following conditions apply:
 - ▶ The member of staff is a direct employee and the medication is administered in the course of their employment.
 - ▶ The member of staff follows:
 - The procedures set out in the DENI guidance document *Supporting Pupils with Medication Needs* (2008)
 - The College's Administration of Medication Policy
 - The procedures outlined in a pupil's Medication/Action Plan (if one is in place)

Responsibility of Parents

Parents should keep their children at home if they are acutely unwell or infectious.

To prevent and control infectious diseases, the Public Health Agency guidance for schools will be observed. This can be accessed via the following link:

https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf

For example, if a pupil has been experiencing vomiting/diarrhoea, he/she should not return to school until he/she has had at least 48 hours, symptom free.

The administration of medicine is the responsibility of parents. Medication should only be taken at school when absolutely essential and with the agreement of the Head of Junior School. Parents should request, where possible, that medication be prescribed in dose frequencies which enable them to be taken outside school hours (eg: medicines that need to be taken three times a day being taken in the morning, after school and at bedtime).

Parents are responsible for providing the Head of Junior School with comprehensive information regarding the pupil's condition and medication.

For each pupil with long term or complex medication needs, the Head of Junior School will ensure that a **Medication Plan & Protocol** is drawn up on Form **AM1** (Appendix 1), in conjunction with Matron and the appropriate health professionals.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent on Form **AM2** (Appendix 2).

Only reasonable quantities of medication should be supplied to the school (e.g. a maximum of four weeks supply at any one time).

It is the parent's responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

It is also the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

Managing Prescription Medicines

Each item of medication must be delivered to the Head of Junior School, 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

Items of medication in unlabelled containers will not be accepted by the College.

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 medical cabinet.

The school will not make changes to stated dosages on parental instructions. Instructions must be written by a pharmacist or General Practitioner.

Managing Non-Prescription Medicines

Staff will not give a non-prescribed medicine (ie: 'over the counter' medication) to a child unless there is specific prior written permission from their parents on Form **AM2** (Appendix 2).

Staff should check that the medicine has been administered without adverse effect to the child in the past and that parents have certified this is the case. A note to this effect should be recorded in the written parental agreement for the College to administer medicine.

Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medicine for use by children.

Staff may administer a controlled drug to the child for whom it has been prescribed. They should do so in accordance with the prescriber's instructions.

The College may look after a controlled drug, where it is agreed that it will be administered to the pupil for whom it has been prescribed. Controlled drugs will be kept in a locked, non-portable container, with only named staff having access. A record will be kept for audit and safety purposes.

Misuse of a controlled drug is an offence. The College has a policy for dealing with drug misuse.

Storage of Medication

All medicines will be stored strictly in accordance with the product instructions and in the original container in which dispensed.

Emergency medications, such as asthma inhalers and adrenaline pens are readily available to the pupils for whom they have been prescribed. A back pack containing emergency medications goes with the child to outdoor learning experiences, school trips, extra-curricular clubs and after school.

Administration of Medication

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing on Form **AM3** (Appendix 3) if they wish their child to carry their medication with them in school.

Members of staff who volunteer to assist in the administration of medication will receive appropriate training/guidance from Matron or another qualified healthcare professional. This training may consist of awareness raising, advice or training in specific procedures.

The following guidelines should be observed:

- Ensure there are no relevant medical details that may affect the pupil taking the medication.
- Check the label and dosage carefully.
- Administer the medication in a hygienic, 'non-touch' method.
- Record the administering of the medication.
- Ensure the medication is returned and the cabinet secured.

Record Keeping

Records will be kept of the administration of prescribed and non-prescribed medication on Form **AM4** (Appendix 4), which will be available for parents.

School Trips & Residential

The school will make every effort to continue the administration of medication for a pupil whilst on trips and residential visits 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.

Disposal of Medication

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.

Refusing Medication

If a child refuses to take their medication, staff will not force them to do so. They 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.

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



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Medication Plan for a Pupil with Medical Needs

Date: _____ Review Date: _____

Name of Child	
Date of Birth	
Class	
National Health Number	
Medical Diagnosis	

Contact Information:

Family Contact 1	
Name	
Phone No (Mobile)	
Phone No (Work)	
Relationship to Child	

Family Contact 2	
Name	
Phone No (Mobile)	
Phone No (Work)	
Relationship to Child	

G.P.	
Name	
Health Centre	
Phone No	

Clinic / Hospital Contact	
Name	
Clinic / Hospital	
Phone No	

Medication Plan prepared by:

Name _____

Designation _____ Date _____

Describe condition and give details of pupil's individual symptoms:

Daily care requirements (e.g. before sport, dietary, therapy, nursing needs):

Members of staff trained to administer medication for this child (state if different for off-site activities):

Describe what constitutes an emergency for the child, and the action to take if this occurs:

Follow up care:

I agree that the medical information contained in this form may be shared with individuals involved with the care and education of:

Signature of Parent/Carer	
Date	

Distribution:

School Doctor	
School Nurse	
Parent	
Other	



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Request for a School to Administer Medication

The school will not give your child medicine unless you complete and sign this form, and the Head of Junior School has agreed that school staff can administer the medicine.

Pupil's Details			
Surname		Forename	
Address			
Date of Birth	/ /	Male ☐	Female ☐
Class			
Condition or Illness			
Medication Parents must ensure that in date properly labelled medication is supplied. Name/Type of Medication (as described on the container) Date dispensed _____ Expiry date _____			

Full Directions for use:

Dosage and method

Please note: Dosage can only be changed upon a Doctor's instructions.

Timing

Special precautions

Are there any side effects that the School needs to know about?

Self-Administration: Yes / No (*delete as appropriate*)**Procedures to take in an Emergency**

Contact Details

Name	
Phone No (Mobile)	
Phone No (Work)	
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 notify the school of any changes in writing.

Signature(s) _____ Date: _____

Agreement of the Principal / Authorised Member of Staff

I agree that _____ (name of child) will receive
_____ - _____ (quantity and name of medicine)
every day at _____ (time(s) medicine to be administered)

This child will be given their medication, or supervised whilst taking their medication, by
_____ (name of staff member)

This arrangement will continue until _____
(either end date of course of medicine or until instructed by parents).

Signature _____ Date _____
(The Principal / Authorised Member of Staff)

The original should be retained on the school file and a copy sent to the parents to confirm the school's agreement to administer medication to the named pupil.



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Request for a Pupil to Carry their Medication

This form must be completed by Parents/Carers.

Details of Pupil			
Surname		Forename	
Address			
Date of Birth	/ /	Male ☐	Female ☐
Class			
Condition or Illness			

Contact Details	
Name	
Phone No (Mobile)	
Phone No (Work)	
Relationship to Child	
I would like my child to keep their medication with them for use as necessary. Signature(s): _____ Date: _____ Relationship to the child: _____	

Medication

Parents must ensure that in date properly labelled medication is supplied.

Name of Medicine

Procedures to be taken in an Emergency

Agreement of Principal / Authorised Member of Staff:

I agree that _____ (name of child)

will be allowed to carry and self-administer their medication whilst in school and that this arrangement will continue until _____
(either end date of course of medication or until instructed by parents)

Signed: _____ Date: _____

(The Principal / Authorised Member of Staff)

The original should be retained on the school file and a copy sent to the parents to confirm the school's agreement to the named pupil carrying their own medication.



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Record of Medication Administered to an Individual Child

Surname		Forename(s)	
Date of Birth	/ /	Male ☐	Female ☐
Class			
Condition or Illness:			
Date medicine was provided by Parent:			
Name and strength of medicine:			
Quantity received:			
Expiry date: ____ / ____ / ____			
Dose and frequency:			
Quantity returned:			

Checked by:

Staff Signature: _____ Signature of Parent:

Date	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___
Time given			
Dose given			
Any reactions			
Name of member of staff			
Staff initials			

Date	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___
Time given			
Dose given			
Any reactions			
Name of member of staff			
Staff signature			

Date	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___
Time given			
Dose given			
Any reactions			
Name of member of staff			
Staff signature			

Date	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___
Time given			
Dose given			
Any reactions			
Name of member of staff			
Staff initials			

Date	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___
Time given			
Dose given			
Any reactions			
Name of member of staff			
Staff signature			

Date	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___
Time given			
Dose given			
Any reactions			
Name of member of staff			
Staff signature			