

Kircubbin Integrated Primary School



Administration of Medicine Policy

Reviewed/Updated	Date
Updated	16 th March 2026
Review	

ADMINISTRATION OF MEDICATION IN SCHOOL POLICY

1. PREFACE

1.1 The following statements are taken directly from the joint policy document “Supporting Pupils with Medical needs” published by the Department of Education and the Department of Health, Social Services and Public Safety which can be found in full at the following link on the Department of Education’s Website:

Supporting pupils with medical needs (education-ni.gov.uk)

1.2 “An inclusive education policy means that children with special educational needs, disabilities or medical needs will be educated in a variety of school settings, ranging from classes and units/learning support centres in local mainstream nursery, primary and post primary schools through to special schools. This may include children with complex medical needs, where a number of specific procedures may be required in relation to their physical health.

1.3 The school’s ‘duty of care’ to pupils requires that all staff act in ‘loco parentis’ to pupils entrusted to the school and any associated school related activities. For staff who do provide support for pupils with medication needs they will be provided with appropriate training and legally indemnified.

1.4 There is no legal duty that requires school staff to administer medication; this is a voluntary role and this Guidance does not intend to alter in any way the right of staff not to volunteer.

2. THEREFORE IT IS IMPORTANT TO NOTE:

2.1 There may be occasions where school staff may be asked to administer medication, but they cannot be directed to do so.

2.2 The administration of medication to children remains the responsibility of the parent or those with parental responsibility.

2.3 Medication should only be taken to school when absolutely essential and with the agreement of the Principal.

2.4 Parents should be encouraged to request, where possible, that medication be prescribed in dose frequencies which enable it to be taken outside school hours e.g. medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

The Board of Governors and staff of Kircubbin Integrated Primary School 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/carers should keep their children at home if acutely unwell or infectious

Roles and Responsibilities:

- o Parents/carers are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication.
- o Prescribed medication will not be accepted in school without complete written and signed instructions from the parent/carer.
- o Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents/carers.
- o Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- o Where the pupil travels on school transport with an escort, parents/carers should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.
- o Each item of medication must be delivered to the Principal or Authorised Person, in normal circumstances by the parents/carers, 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, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in First Aid bags in the allocated classroom.
- The school will keep records of medicine administered. Staff will complete Administration of Medicine records which are stored in the Medical File in the school office.
- 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. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
- It is the responsibility of parents/carers to notify the school in writing if the pupil's need for medication has ceased.
- It is the parents/carers 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 each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent/carer 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 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. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

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

This policy will be reviewed every three year by the Principal, Staff and Governors. The policy was adopted by the Board of Governors at a meeting held on Wednesday 6th May 2026.

Signature of Chair of Governors: _____



Medicine Administration Permission Form

Child's Name: _____

Name of medicine: _____

Dosage: _____

Time(s): _____

Date(s):

From: _____

To: _____

Name of Parent/Guardian:

Print: _____

Signed: _____

Date: _____