



Administration of Medicines Policy

1. The Board of Governors and staff of Friends' School, Lisburn wish to ensure that pupils with medication needs receive appropriate care and support at School. The Principal will accept responsibility in principle for the school Nurse giving or supervising pupils taking prescribed medication during the School day.
2. Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication.
3. The school Nurse will only give a non prescribed medicine to a child as per school consent form.
4. 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.
5. Each item of medication must be delivered to the Nurse, in normal circumstances by the parent/pupil **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
 - Accompanied by written consent for administration, signed by the parent

The School will not accept items of medication in unlabelled containers.

6. Unless otherwise indicated, all medication to be administered in School will be kept in a locked medicine cabinet in the First Aid Room.
7. It is the responsibility of parents to notify School in writing if the pupil's need for medication has ceased. Medicines which are no longer required or expire will be transferred to the school Pharmacist.
8. 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.
9. Staff who volunteer to assist in the administration of medication, such as Epipens, will receive appropriate training/guidance through arrangements made with the School Health Service.
10. 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.