

Our Lady and St Patrick's College, Knock



Administration of Medication in School Policy

Policy Details

Legal Status	Adopted	Version Date	Last Review	Next Review	Responsible
Non-Statutory	3 rd June 2026	June 2026	June 2023	June 2029	Ms McCarthy

Related Documents and Location

1. Child Protection/Safeguarding Policy
2. Pastoral Care Policy
3. Positive Behaviour Policy
4. Special Educational Needs Policy
5. Intimate Care Policy
6. Educational Visits Policy

All policies are available on the College Website and Private Folders.

Contents

1.	Introduction	Page 3
2.	Aims	Page 3
3.	Categories of Medication Needs	Page 3
4.	College First-Aider	Page 3
5.	Legal Duty and Indemnity	Page 3
6.	Confidentiality	Page 4
7.	Roles and Responsibilities	Page 4-5
8.	Storing Medication	Page 5
9.	Controlled Drugs	Page 5
10.	Access to Medication	Page 5
11.	Administration of Medication	Page 6
12.	Disposal of Medication	Page 6
13.	Emergency Medication	Page 6
14.	Emergency Defibrillators	Page 6-7
15.	Educational Visits	Page 7
16.	How to Raise a Concern or Make a Complaint about the Administration of this Policy	Page 7
Appendix 1	Related Documents	Page 8
Form AM1	Individual Medication Plan	Page 9-10
Form AM2	Request for the College to Administer Medication	Page 11-12
Form AM3	Request for a Student to Carry his/her Medication	Page 13
Form AM4	Record of Medication Administered to an Individual Child	Page 14-15
Form AM5	Record of Medication Administered to All Students	Page 16
	Emergency Call Form: Request for an Ambulance	Page 17

1. Introduction

Our Lady and St Patrick's College, Knock aims to ensure that students with medication needs receive appropriate care and support at school. Most children with medication needs are able to attend school regularly and, with some support from the school, can take part in the majority of school activities. A positive response by the College to a student's medication needs will not only benefit the student directly, but can also positively influence the attitudes of others. The College's Administration of Medication in School Policy reflects the guidance and procedures set out in Supporting Pupils with Medication Needs (DE/DHSSPS, 2008) and the documents listed on Page 8.

2. Aims

1. To ensure that students with medication needs receive appropriate care and support.
2. To work in partnership with parents/guardians, health professionals and other agencies to provide a supportive environment for students with medication needs.
3. To encourage students to take responsibility for their own medication.
4. To ensure the safe storage and disposal of medication.

3. Categories of Medication Needs

Medication needs can be grouped into three categories:

- Students requiring short-term prescribed medication for acute conditions.
- Students with a long-term condition requiring regular medication.
- Students who may very rarely require medication to be given in an emergency.

Within each of these categories, medication may be self-administered, supervised or administered by a third party.

4. College First-Aider

The College First-Aider, supported by a number of staff, oversees first-aid provision and the administration of medication in the College. Students, parents and staff may liaise with the College First-Aider in Medical Inspection (Level 2) or by telephone (028 9040 1184 - Extension 216).

College First-Aider	Mrs Claire Hughes
---------------------	-------------------

5. Legal Duty and Indemnity

The Principal, Vice Principals and teachers are not contractually required to administer medication to students. This is a voluntary role, although some support staff are employed on contracts which require them to carry out certain medical procedures. If a member of staff administers medication to a student, or undertakes a medical procedure to support a student and, as a result, expenses, liability, loss, claim or proceedings arise, the College will indemnify the member of staff provided the member of staff follows the procedures set out in this policy and the procedures outlined in the student's Individual Medication Plan (Form AM1), and/or written permission from parents.

6. Confidentiality

College staff should treat medical information confidentially. Relevant staff should consult with the parent, or the student, if appropriate, as to who else should have access to information about the student's medical needs. Pastoral staff should also consider how much other children in the student's class should know about a particular student's chronic condition. It is important that the College does not disclose details of a student's condition to other students without the consent of the parent and the student him/herself, if appropriate. When consent is given, the situation should be handled as sensitively as possible.

7. Roles and Responsibilities

The College is committed to working in partnership with parents/guardians, health professionals and other agencies to provide a supportive environment for students with medication needs.

Parents and Those with Parental Responsibility:

- 7.1 Parents should keep their children at home if acutely unwell or infectious.
- 7.2 Parents are responsible for providing the College with comprehensive information regarding the student's condition and medication.
- 7.3 Prescribed medication will not be accepted in school without complete written and signed instructions from a parent (Form AM2/Form AM3).
- 7.4 Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from a parent.
- 7.5 Only reasonable quantities of medication should be supplied to the College (for example, a maximum of four weeks' supply at any one time).
- 7.6 Each item of medication must be delivered to the College First-Aider, in normal circumstances by the parent, in a secure and labelled container as originally dispensed. Each container must be clearly labelled with the following information.
 - Student's name
 - Tutor group
 - Name of medication
 - Dosage
 - Frequency of administration
 - Date of dispensing
 - Storage requirements (if important)
 - Expiry date

The College will not accept medication in unlabelled containers.

- 7.7 It is the responsibility of parents to notify the College First-Aider in writing if the student's need for medication has changed or ceased.
- 7.8 It is the parents' responsibility to renew the medication when supplies are running low or expiring and to ensure that the medication supplied is within its expiry date.
- 7.9 The College First-Aider will not dispose of medicines. Medicines, which are in use and in date, are available for collection by the parent at the end of each academic year.

The College:

- 7.10 Medication will be kept in a secure place, out of the reach of students. Unless otherwise indicated, all medication to be administered in school will be kept in a locked cupboard or a fridge in Medical Inspection.

- 7.11 The College First-Aider will keep a Record of Medication Administered to an Individual Child (Form AM4 and CPOMS), which she will have available for parents.
- 7.12 If students refuse to take medication, the College First-Aider will inform a parent of the refusal as a matter of urgency. If a refusal to take medication results in an emergency, the College's emergency procedures will be followed.
- 7.13 For each student with long-term or complex medication needs, the Learning Support Coordinator will ensure that an Individual Medication Plan is drawn up, in conjunction with the appropriate health professionals.
- 7.15 Where it is appropriate to do so, students will be encouraged to administer their own medication, if necessary, under the supervision of the College First-Aider or another designated member of staff. Parents will be asked to confirm in writing (Form AM3) if they wish their child to carry their medication with him/her in school.
- 7.16 Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the College First-Aider/Learning Support Coordinator/School Health Service.
- 7.17 The College will make every effort to continue the administration of medication to a student whilst on educational 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 student on an educational visit if appropriate supervision cannot be guaranteed.
- 7.18 Staff will be made aware of the procedures to be followed in the event of an emergency.
- 7.19 Where there is concern about whether the College can meet a student's medication needs, or where the parents' expectations appear unreasonable, the Principal should seek advice from the School Health Service/Designated Medical Officer. On the basis of information received, the Principal will advise parents of a child with medication needs on the level of support the College will provide.

8. Storing Medication

The College First-Aider is responsible for making sure that medication is stored safely in a locked cupboard or a fridge in Medical Inspection. However, some medication, such as spare inhalers for asthma and EpiPens®, should not be locked away. Medication should be stored strictly in accordance with product instructions, (paying particular note to temperature), and in a secure and labelled container as originally dispensed. The College First-Aider should ensure that the supplied container is clearly labelled with the student's name, tutor group, the name of the medication, dosage, frequency of administration, date of dispensing, storage requirements and expiry date.

9. Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated Regulations. Misuse of a controlled drug, such as passing it to another student for use, is an offence. The College will implement its Drugs Policy in the event of misuse of a controlled drug.

10. Access to Medication

Students must have access to their medication when required. They should know where their own medication is kept and who holds the key. Some medicines, such as spare inhalers for asthma and EpiPens®, must be readily available to students and should not be locked away. Students are required to carry their own inhalers/EpiPens® in accordance with their Individual Medication Plan. A spare inhaler/EpiPen® will be kept in Medical Inspection.

11. Administration of Medication

11.1 Administration of Prescription and Non-prescription Medication

Prescription and non-prescription medication as outlined in 7.6 will be administered in Medical Inspection under the supervision of the College First-Aider or another designated member of staff. The College First-Aider will keep a record (Form AM4 and CPOMS) of the date, time and dosage of the administration of medication.

11.2 Administration of Analgesics (painkillers)

Paracetamol may be administered at the discretion of the College First-Aider with the written consent of a parent. The College First-Aider will keep a record (Form AM5 and CPOMS) of the date, time and dosage of the administration of paracetamol.

12. Disposal of Medication

College staff should not dispose of medication. Medication, which is in use and in date, should be collected by the parent at the end of each academic year. Parents are responsible for the disposal of date expired medication. Date expired medication or those no longer required for treatment should be returned to the parent immediately for transfer to a community pharmacist for safe disposal. Sharps boxes should always be used for the disposal of needles. Collection and disposal of the boxes should be arranged by the College First-Aider with the School Health Service.

13. Emergency Medication

The College First-Aider will administer medication in an emergency. In the absence of the College First-Aider, staff are expected to use their best endeavours at all times in emergencies. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. Possible medical emergencies may include severe burns, acute asthmatic attack, diabetic hypoglycaemic attack, anaphylactic reaction or prolonged epileptic seizures. Where a student experiences an emergency event with no relevant previous history, staff are expected to take all reasonable steps within their own competencies and experiences to assist the student and obtain the appropriate help. Where a student with a known medical condition and who has an Individual Medication Plan experiences a medical emergency, staff will be expected to follow the advice given in that Individual Medication Plan. When medication has been administered, emergency services should be called and parents informed. A student taken to hospital by ambulance should be accompanied by a member of staff who should remain until the student's parent arrives. The incident should be fully recorded.

In all emergency situations a teacher or other member of school staff will be expected to act as a responsible adult or parent in the best interests of the child in recognition of his/her duty of care.

The emergency services should be contacted if appropriate.

14. Emergency Defibrillators

The College has four emergency defibrillators which are located at:

- Reception;
- Physical Education Department (inside the office);
- The 3G pitch; and
- On the external Home Economics wall above the grass pitch.

Training is not required to use emergency defibrillators: they deliver spoken instructions which can be followed by anyone present.

15. Educational Visits

The College aims to encourage students with medication needs to participate in educational visits, wherever safety permits. It should be accepted, however, that there may be occasions when it may not be possible to include a student on an educational visit if appropriate supervision cannot be guaranteed. Staff supervising educational visits should always be aware of any medication needs, and relevant emergency procedures. **A copy of any Individual Medication Plan should be taken on educational visits in the event of the information being needed in an emergency.**

16. How to Raise a Concern or Make a Complaint about the Administration of this Policy

If you have a concern or complaint about the administration of this policy please contact Ms McCarthy, Vice Principal, in the first instance. If necessary, you may then access and follow the College's Complaints Procedure which is available on the College website at www.knock.co.uk. Should you remain dissatisfied with the College's response after completing the internal complaints procedure, you can bring your complaint to the Northern Ireland Public Services Ombudsman within six months. Contact details for the Northern Ireland Public Services Ombudsman are provided on Page 8 of the Complaints Procedure

Signed: Mr Leo O'Reilly
(Chairperson of Board of Governors)

Date: 3rd June 2026

Signed: Miss Deborah McLaughlin
(Principal)

Date: 3rd June 2026

Related Documents

The Special Educational Needs and Disability (Northern Ireland) Order 2005

The Education (Special Educational Needs) Regulations (Northern Ireland) 2005

Supplement to the Code of Practice (2005)

Disability Discrimination Code of Practice for Schools

DE/DHSSPS: Supporting Pupils with Medication Needs (2008)

DE/DHSSPS: Guidance on the Use of Emergency Salbutamol Inhalers in Schools (2015)

CCEA: Drugs: Guidance for Schools in Northern Ireland (Revised Edition 2015)

The Special Educational Needs and Disability Act (Northern Ireland) 2016

DE Circular 2017/04 (Updated 02/09/24) - Safeguarding/Child Protection - A Guide for Schools - Update

DE Circular 2019/03 (17/01/19) - SEN and Medical Categories Guidance

DE Guidance for Schools (17/01/19) - Recording SEN and Medical Categories

DE Circular 2021/06 (08/03/21) - Recording Children with Special Educational Needs in Schools –
New Guidance - Move to Three Stages of Special Educational Provision

DE Circular 2025/08 (28/08/25) - Publication of the Special Educational Needs (SEN) Policy Statement

EA Manual for Principals and Governors - Administering Medication (2026)

Other legislation and regulations that may be made during the life of this policy



Our Lady and St Patrick's College, Knock

Individual Medication Plan

Student Details			
Student Name		Tutor Group	
Date of Birth		Medical Diagnosis	
Plan Prepared by		Designation	
Date		Review Date	

Contact 1 Details		Contact 2 Details	
Name		Name	
Home Number		Home Number	
Work Number		Work Number	
Mobile Number		Mobile Number	
Relationship to Student		Relationship to Student	
GP Contact Details		Hospital Contact Details (if relevant)	
GP Name		Named Contact	
Surgery Name		Hospital Name	
Phone Number		Phone Number	

1	Describe the condition and please give details of the student's individual symptoms.
	<ul style="list-style-type: none"> • • • •
2	Outline daily care requirements (e.g. before sport, dietary, therapy, nursing needs).
	<ul style="list-style-type: none"> • • • •
3	Describe what constitutes an emergency for the child, and the action to be taken if this occurs.
	<ul style="list-style-type: none"> • • • •
4	Student responsibilities:
	<ul style="list-style-type: none"> • • • •
5	Parental responsibilities:
	<ul style="list-style-type: none"> • • • •

I agree that the medical information contained in this plan may be shared with individuals involved with the care and education of _____ (student name).

Parental Signature: _____ Date: _____

Student Signature: _____ Date: _____

This original should be retained on the school file and a copy sent to the parents by the Learning Support Coordinator to confirm the Individual Medication Plan for the named student.



Our Lady and St Patrick's College, Knock

Request for the College to Administer Medication

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

Student Details			
Student Name		Tutor Group	
Date of Birth		Condition or Illness	

Contact 1 Details		Contact 2 Details	
Name		Name	
Home Number		Home Number	
Work Number		Work Number	
Mobile Number		Mobile Number	
Relationship to Student		Relationship to Student	
GP Contact Details		Hospital Contact Details (if relevant)	
GP Name		Named Contact	
Surgery Name		Hospital Name	
Phone Number		Phone Number	

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 (Dosage can only be changed on a doctor's instructions)	
Timing	
Special Precautions	
Are there any Side Effects the College needs to know about?	
Self-Administration	Yes / No <i>(delete as appropriate)</i>
Procedures to take in an Emergency	

I understand that I must arrange for the medication to be delivered to the College First-Aider and accept that this is a service which the College is not obliged to undertake. I understand that I must notify the College of any changes in writing.

Parental/Guardian Signature: _____ Date: _____

Agreement of Principal/Vice Principal

I agree that _____ (student name) will receive medication as per information detailed above. This student will be supervised whilst he/she takes the medication by _____ (name of staff member). This arrangement will continue until the end date of the course of the medication or until instructed by parents.

Principal/Vice Principal Signature: _____ Date: _____

This original should be retained on the school file and a copy sent to the parents by the College First-Aider to confirm the College's agreement to administer medication to the named student.



Our Lady and St Patrick's College, Knock

Request for a Student to Carry his/her Medication

The College will not give students permission to carry medication unless parents complete and sign this form, and the Principal/Vice Principal has agreed.

Student Details			
Student Name		Tutor Group	
Date of Birth		Condition or Illness	

Contact 1 Details		Medication - Parents must ensure that in date, properly labelled medication is supplied.	
Name		Name/Type of Medication	
Home Number		Full Directions for Use	
Work Number			
Mobile Number		Procedures to be take in an Emergency	
Relationship to Student			

I would like my child to keep his/her medication on him/her for use as necessary.

Parental/Guardian Signature: _____ Date: _____

Agreement of Principal/Vice Principal

I agree that _____ (student name) will be allowed to carry and self-administer his/her medication whilst in school and that this arrangement will continue until the end date of the course of the medication or until instructed by parents.

Principal/Vice Principal Signature: _____ Date: _____

This original should be retained on the school file and a copy sent to the parents by the College First-Aider to confirm the College's agreement to the named student carrying his/her own medication.



Our Lady and St Patrick's College, Knock

Record of Medication Administered to an Individual Child

Student Details			
Student Name		Tutor Group	
Date of Birth		Condition or Illness	
Name/Strength of Medication		Dosage/Quantity	

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 Initials					

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 Initials					

Date					
Time Given					
Dose Given					
Any Reactions					
Name of Member of Staff					
Staff Initials					



Our Lady and St Patrick's College, Knock

Emergency Call Form

Request for an Ambulance

To be displayed by the Office Telephone

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

Speak clearly and slowly.

1. **Your telephone number: 9040 1184**

2. **Your location: Our Lady and St Patrick's College, Knock
 120 Gilnahirk Road
 Belfast
 BT5 7DL**

3. **Give exact location within the College.**

4. **Give your name.**

5. **Give a brief description of student's/staff member's symptoms.**

6. **Inform ambulance control of the best entrance. State that the crew will be met and taken to the student/staff member.**

NB Contact Mitie staff to facilitate access to College premises.