

**SUPPORTING CHILDREN WITH MEDICAL NEEDS &  
THE STORAGE AND ADMINISTRATION OF DRUGS**



**ST. MARY'S PS  
MAGHERY**

## **Supporting Pupils with Medical Needs & Storage and Administration of Drugs Policy**

This policy has been developed using guidance from the DENI book 'Supporting Pupils with Medication Needs' in relation to practice being carried out by St Mary's Primary School.

The Board of Governors and staff of St Mary's Primary School wish to ensure that pupils with medication needs receive appropriate care and support at the 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 should keep their children at home if acutely unwell or infectious.

### **ADMINISTRATION OF MEDICATION IN SCHOOLS**

#### **Extract from 'Supporting Pupils with Medication Needs'**

'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.'

#### **Procedures**

- When a child starts St Mary's Primary school parents will be issued with a 'medical needs' letter which outlines the procedures to follow if their child requires medication.
- Children with a specific medical need eg. Heart Condition, Diabetes, Epilepsy, Asthma, Food Allergies etc will be added to the school's medical information file.
- The name and photograph of all children in the school with an on-going medical need and those who require an Individualised Healthcare Plan will thereafter be included on medical information posters displayed in designated areas within the school building.
- There are two reasons why a child may require medication
  - Specific Medical Needs – Form 1 'Healthcare Plan' (on-going condition)
  - Special Circumstances – Form 2 'Request for school to administer medication'

#### **Form 1 Medication Plan**

Parents of children who have a specific on-going medical need e.g. asthma, diabetes etc. are required to complete and return this form to school.

#### **FORM 2 - Request for school to administer medication**

This form is to be completed by the parent if at any time during the school year their child requires medication to be administered in special circumstances.

Permission must be sought from the Principal, Miss Robinson before any medication is brought to school.

#### **FORM 3 – Request for Pupil to Administer His/Her Own Medication**

- Parents are responsible for ensuring the medication is kept up to date and teachers are informed of any changes in their medication.
- Medication will be clearly labeled in accordance with the school's policy.
- At St Mary's Primary School, we are aware that children may require medication due to a medical condition eg: asthma, diabetes or allergies to certain foods.
- It is our policy that medication of any description, will not be kept by the child in school.
- Prescribed medicines may not be sent or brought to school by parents without the prior knowledge and approval by the Principal.
- It is not the policy for teachers or non-teaching staff to administer medicine unless the correct procedures have been followed and they are in full agreement.
- Changes to dosages will not be made on parental instructions.
- For each pupil with long term or complex medication needs, the Principal and Mrs Cushnahan (Senior First Aider) will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.
- 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.
- Temporary teachers/ staff are made aware of any needs of children he/she will be working with. If planned absence, teacher will leave written message to speak to principal/another teacher regarding the needs of this child.

## **ROLES AND RESPONSIBILITIES**

### **Parents and those with Parental Responsibility**

The administration of medicines is the responsibility of parents and those with parental responsibility. Where possible medicine should be given to children before or after school and not during school.

### **Parents Are Responsible for:**

- Making sure that their child is well enough to attend school. A child's own doctor is the person best able to advise whether the child is fit to be in school and it is for parents to seek and obtain such advice as necessary.
- Making the school aware that their child requires medication by completing the relevant form.
- Providing the school with the original written medical evidence about their child's medical condition and treatment or special care needed at school.

- It is the parent's responsibility to ensure that medication is clearly labelled, kept up-to-date and teachers are informed of any changes in their medication. They should consult with the school at least on a termly basis with regards to this. Parents should also provide the school with a reasonable quantity of medication.
- Ensuring any changes in medication or condition are brought to the attention of the school promptly and put in writing.
- Reaching agreement with Miss Robinson, the Principal on the school's role in helping with child's medication.
- Ensuring that if the child travels on school transport with an escort, the escort has written instructions relating to any medication sent with the pupils, including medication for administration.

### **The Board of Governors**

The Education and Libraries (Northern Ireland) Order 2003 places a duty on the Board of Governors of a grant aided school to safeguard and promote the welfare of registered pupils at the school at all times when such pupils are:

- a. on the premises of the school
- b. in the lawful control or charge of a member of the staff of the school.

### **The Board of Governors Are Responsible for:**

- Ensuring St Mary's Primary School develops its own policies to cover the needs of the school.
- Ratifying all of the school's policies.
- Following the health and safety policies and procedures produced by the EA.
- Taking account of the views of Miss Robinson, the Principal, staff and parents in developing a policy on assisting pupils with medication needs.

### **The Principal**

Day to day decisions with regard to support for pupils with medication needs will normally fall to the Principal.

Where there is concern about whether the school can meet a pupil'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 school will provide.

## **The Principal Is Responsible for:**

- The operation of the policy on the administration of medication.
- Overseeing the safe storage of medication and developing detailed administrative procedures for the administration of medication to meet needs of individual pupils.
- Making sure that all parents are aware of the school's policy and procedures for dealing with medication needs and the school's approach to pupils who need to take medication at school.
- Dealing sympathetically with each request from parents that medication be administered to their child at school.
- Ensuring that parents' cultural and religious views are always respected.
- Ensuring that all staff are aware of the policy and procedures.
- Designating the co-ordination role to Mrs Cushnahan – Senior First Aid Officer.
- Ensuring staff in contact with the pupil are:
  - informed about the child's condition
  - informed about how to assist in meeting their needs in the classroom
  - aware of the procedure for coping with an emergency associated with that medical condition
  - given appropriate support, advice and specialist training where necessary.
- Ensuring that medicines are stored safely in a secure place, specifically designated for that purpose.
- Arranging cover for members of staff while medication is prepared or administered, to avoid interruption before the procedure is completed.
- Ensuring that supply teachers or other visiting professionals know about the medication needs of individual pupils and how these are to be met.
- Arranging back up cover for when the member of staff, normally responsible for administering medication to a pupil, is absent or unavailable.
- Asking the EA to provide written confirmation of the insurance cover for staff who provide specific medication support. A letter has been provided from Bill Harper (Head of Claims and Insurance, EA) and is in the Medical File.
- In the absence of the Principal, Mrs. S Copeland will assume these responsibilities.

## **Teachers and Other School Staff**

Some school staff may be naturally concerned about their ability to support a pupil with a medical condition, particularly if it is potentially life threatening. While referring to their role in pupils' welfare, teachers' conditions of employment do not include giving medication or supervising a pupil taking it,

although staff may volunteer to do this. Planned absence – reminder note for sub teacher to speak to Principal, and in her absence, Mrs S Copeland.

### **There is no legal duty that requires school staff to administer medication.**

During the school day other staff are also responsible for pupils, such as dining supervisors and playground assistants. They will also be provided with training and advice.

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

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

#### **Teachers and Other School Staff Are Responsible for:**

- Understanding the nature of a pupil's medical condition and being aware of when and where the pupil may need extra attention.
- Being aware of the likelihood of an emergency arising and the action to take if one occurs.
- Taking part in appropriate training and being aware of the possible side effects of the medication and what to do if they occur.
- Supervising pupils who self-administer medication, if this is required.

#### **Other Agencies who have a role and responsibility in medication in schools include:**

The School Health Service

The School Doctor

The School Nurse

The General Practitioner

The Consultant Community Paediatrician

***Information Regarding their role and responsibility can be found in 'Supporting Pupils with Medication Needs' D.E.N.I 2008***

### **Safe Storage of Medication**

#### **Labelling**

- All medication is to be in a 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.**

### **Storage**

- In St Mary's PS., staff will be asked if they are willing to administer medication on a needs basis and this will be agreed by the Principal.
- The Principal and Mrs Cushnahan are responsible to ensure that medicines are stored safely.
- Medication will be kept in a secure place, out of the reach of pupils.
- Schools should not store large volumes of medication.
- Parents are asked to supply no more than a term's dose of medication.
- Only medicine that has been prescribed for an individual child should be stored and administered.
- Medicines are to be stored strictly in accordance with product instructions, (paying particular note to temperature), and in the original container in which dispensed. Staff are to ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. This should be straight forward if medicines are only accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions.
- Where a pupil needs two or more prescribed medicines, each should be in a separate container. Non health care staff should never transfer medicines from their original containers.
- **Potentially harmful substances will be kept in a designated cupboard in the secretary's office for use by staff only.**
- Careful note should be taken of any requirements regarding the temperature at which the medication should be stored. Some medicines need to be refrigerated. Medicines can be kept in a refrigerator containing food, but should be in an airtight container and clearly labeled.

### **Administration of Medication**

- It is at the discretion of staff as to whether or not they agree to administer medication.
- **Staff will not give a child medicine unless a completed and signed form has been given to and agreed by the principal.**
- Any medication that has been administered will be recorded by the staff member who administered it, giving date, time and dosage on the official school record form. (copies of these AM4 forms are in the Administration of Drugs File)
- Records will be kept of administered medication which will be made available to parents.

- 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, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

### **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 medication for use by children eg: methylphenidate.
- There are increasing numbers of children taking methylphenidate, eg: Ritalin, Equasym, Concerta, for Attention Deficit Hyperactivity Disorder (ADHD). These are controlled drugs and therefore care must be taken regarding its storage.
- Any member of staff may administer a controlled drug to the pupil for whom it has been prescribed, provided they have received appropriate training. Staff administering medicine should do so in accordance with the prescriber's instructions.
- A pupil who has been prescribed a controlled drug may legally have it in their possession. It is permissible for schools and settings to look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed.
- Our school will keep controlled drugs in a locked non portable container and only named staff should have access. A record should will be kept for audit and safety purposes.
- A controlled drug, as with all medicines, should be returned to the parent when no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label).
- Misuse of a controlled drug, such as passing it to another pupil for use, is an offence. Our school does have a policy in place for dealing with drug misuse.

### **Access to Medication**

- Pupils at school will know where their own medication is kept and who holds the key.
- Some medicines, such as inhalers for asthma, will be readily available to pupils and should not be locked away. For children who suffer a severe allergic reaction and may require an EpiPen or Autoinjector, they are to be kept in a secure place.

### **Hygiene / Infection Control**

All staff will be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures. Staff will have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.



## **DEALING WITH MEDICINES SAFELY**

### **Safety Management**

All medicines may be harmful to anyone for whom they are not prescribed. As we as a school agree to administer this type of medicine the principal must ensure that the risks to the health of others are properly controlled. This duty derives from the Control of substances Hazardous to Health Regulations 2002, (COSHH).

The Medicines Act 1968 places restrictions on dealings with medicinal products, including their administration. In the case of prescription only medicines anyone administering such a medicinal product by injection must be an appropriate medical practitioner, eg a doctor, or else must act in accordance with the practitioner's directions and authority.

There are exceptions for the administration of certain prescription only medicines by injection in emergencies (in order to save a life). An example of an exception is injection by a fully assembled syringe and needle delivering a set dose of adrenaline by intramuscular injection in the case of anaphylactic shock. Examples are EpiPen and Anapen. There are also junior versions for use in children.

A copy of each child's care plan is displayed on the inside door of the secretary's storage unit. Temporary teachers/staff are made aware of any needs of children they will be working with by Miss Robinson and in her absence, Mrs Cushnahan.

### **Training for Staff In the use of Epi-pens or Autoinjectors**

- Those children who may require an epi-pen/autoinjector have a 'Care Plan' which has been agreed by child's parents, principal designated ACE Team representative and contains a prescription page signed by the child's doctor.
- A list of all children in the school with on-going medical needs is displayed on the inside door of the secretary's storage unit, temporary teachers/staff are made aware of any needs of children they will be working with.
- Photographs of children who currently have a Healthcare Plan are also on display here.

### **First Aid Training**

- Mrs L Cushnahan and Mrs Copeland are First Aid Trained with refresher courses available every 3 years.
- Mrs Cushnahan is our Senior First Aid Officer, Mrs Copeland is the assistant First Aid Officer.

### **Defibrillator Training**

- The school has purchased a new AED. (November 2017)
- Staff received instructional training for this particular model of AED.
- Whole staff training is to be arranged through the EA (EMS) in Term 2 and this policy updated accordingly.

## **Medical Needs**

In order for staff to manage the medical needs of all children attending St Mary's Primary School, it is essential that we have the necessary information.

Attached you will find two forms which are numbered :-

Form 1

Form 2

### **FORM 1 – Medication Plan**

If your child has a specific medical need e.g. asthma, diabetes etc. we require you to complete this form and return to school.

### **FORM 2 - Request for school to administer medication**

If at any time during the school year your child requires medication to be administered, it is necessary that you, the parent, complete Form 2 and bring it to school with the medication it refers to.

### **FORM 3 – Request for Pupil to Administer His/Her Own Medication**

Copies of either form are available upon request.

**Please note** :- School **will not** give your child any medication unless you complete and sign this form and the Principal has agreed to your request.

**Please note** :- School does not permit medicine to be carried by pupils.

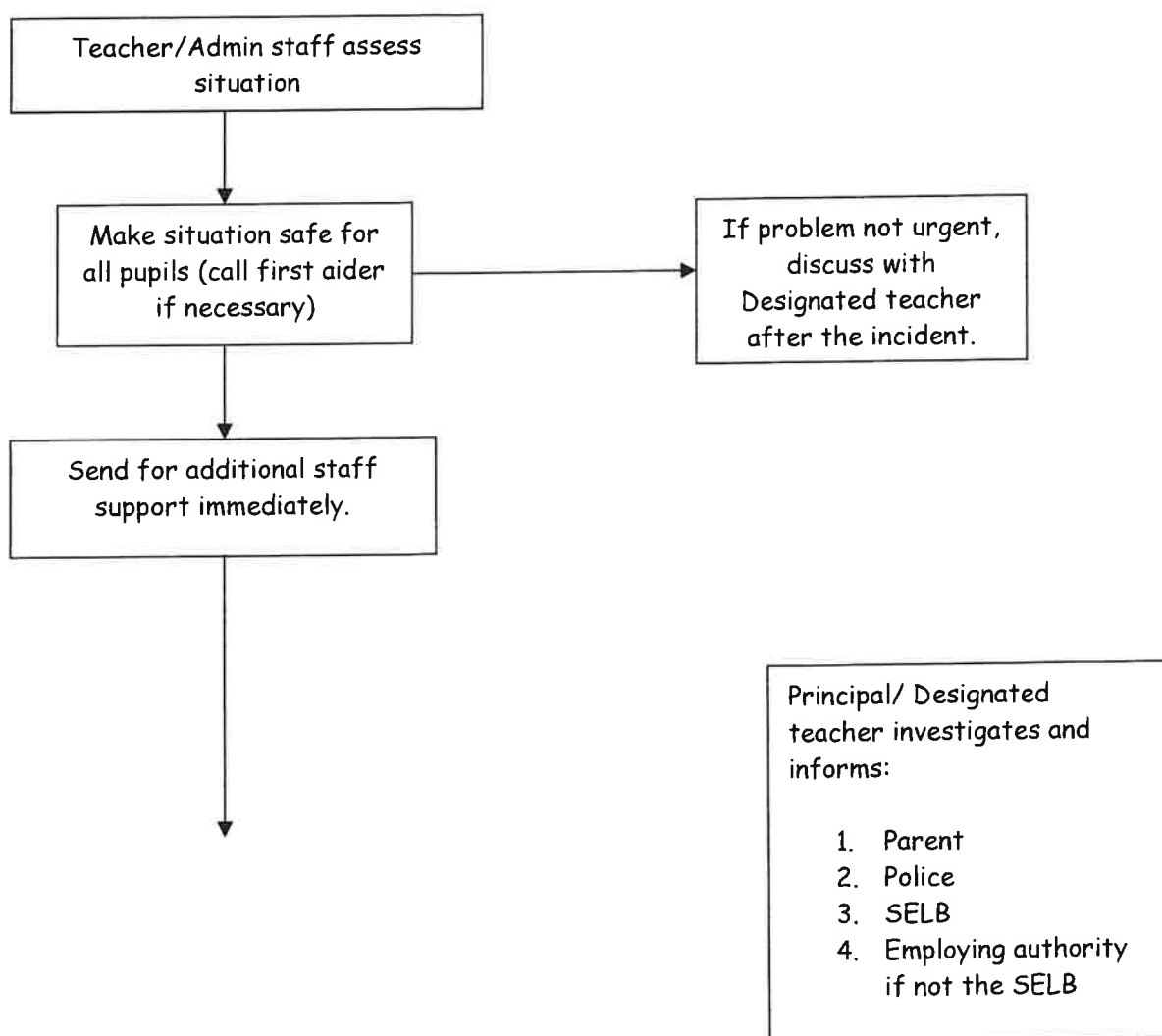
Please keep these forms for future reference should you need them at any time during the school year.

Yours sincerely

Miss R Robinson  
Principal

## St Mary's Primary School

### Misuse of Substance Flowchart



## St Mary's Primary School

### Drugs and Substance Misuse Incident Report Form (Form to be completed by Teacher involved in Incident)

Nature of Incident:

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Date: \_\_\_\_\_ Time: \_\_\_\_\_ Venue: \_\_\_\_\_

Pupil(s) involved:

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Teacher Response:

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Substance given to Principal/Designated Teacher: Yes ☐ NO ☐

Report to Designated Teacher: Yes ☐ NO ☐

Report to Principal: Yes ☐ NO ☐

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix C

## St Mary's Primary School

### School Record and Checklist

(To be completed and held as record by Principal / Designated Staff Member)

Date: \_\_\_\_\_

Nature of Incident:

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Substance in secure storage: \_\_\_\_\_ (please tick)

Staff involved:

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Report from staff attached: \_\_\_\_\_ (please tick)

Name of Pupil(s) involved:

Year:

_____	_____
_____	_____
_____	_____
_____	_____

Informed (Circle as appropriate):

- Parent(s)/Guardian(s) : \_\_\_\_\_
- Local CSIO : \_\_\_\_\_
- Board of Governors : \_\_\_\_\_
- EA : \_\_\_\_\_
- Employing Authority if not EA : \_\_\_\_\_
- Other relevant bodies : \_\_\_\_\_

**Action plan for pupil support in place:**

**Signed:**

**Principal/Designated Teacher**

# St Mary's Primary School

## PRO FORMA TO INFORM EA/EMPLOYING AUTHORITY

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Date: \_\_\_\_\_

Principal: \_\_\_\_\_

Contact Teacher: \_\_\_\_\_

Details of Incident:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Substance (if identified): \_\_\_\_\_

I have completed the checklist outlined in Appendix E:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Reference Materials

Area Child Protection Committees' Regional Policy and Procedures  
April 2005

Children (NI) Order 1995 'The Sexual Offences (Amendment) Bill 2000<sup>1</sup>

DE Circular 'Relationships and Sexuality Education (RSE)' 2001/15

DE Circular 'Drugs: Guidance for schools' 2004/9

DE Circular 'Pastoral Care in Schools' 1999/10

Drugs: Guidance for Schools in Northern Ireland  
CCEA  
2004 ISBN 1 85885 652 3

Evaluating Pastoral Care 1999  
DENI  
1999

Guidance for Primary Schools: Relationships and Sexuality Education  
CCEA  
2001 ISBN 1 85885 209 9

Guidance for Post Primary Schools: Relationships and Sexuality Education  
CCEA  
2001 ISBN 1 85885 209 9

Integrating Personal Safety Programmes into the Curriculum: Child Protection  
CCEA  
1999 ISBN 1 85885 202 1

Pastoral Care in Schools: Child Protection  
DENI  
1999

The Education and Libraries (NI) Order 2003  
Together Towards Improvement: A Process for Self-Evaluation  
Department of Education ETI

UN Convention on the Rights of the Child  
Article 3; Article 12; Article 19



[illegible]

### Policy Review

This policy was reviewed in September 21 and has been ratified by the Board of Governors at a meeting held on the 30th Nov 21.

Rita Robinson 30/

Principal

Date

Jimmy Mc Kee 30/11/21

(Chair of the Board of Governors)

Date

Next Review will take place in \_\_\_\_\_.



Principal: Miss R Robinson  
Ed (Hons) M ED PQH  
Tel: 028 38851778  
Fax: 028 38852568

(Form AM1)

**ST MARY'S PRIMARY SCHOOL**  
**84 Maghery Road**  
**Maghery**  
**Dungannon**  
**Co Tyrone**  
**BT71 6PA**

### MEDICATION PLAN FOR A PUPIL WITH MEDICAL NEED

Name of Pupil : \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Class: \_\_\_\_\_

Condition: \_\_\_\_\_

Date: \_\_\_\_\_

Review Date: \_\_\_\_\_

#### **Contact Information:**

##### **1. Family Contact 1**

Name: \_\_\_\_\_

Phone No: (home/mobile) \_\_\_\_\_  
(work) \_\_\_\_\_

Relationship: \_\_\_\_\_

##### **2. Family Contact 2**

Name: \_\_\_\_\_

Phone No: (home/mobile) \_\_\_\_\_  
(work) \_\_\_\_\_

Relationship: \_\_\_\_\_

##### **3. GP (Doctor)**

Name: \_\_\_\_\_

Phone No: \_\_\_\_\_

Describe condition and give details of pupil's individual symptoms

\_\_\_\_\_  
\_\_\_\_\_

Daily care requirements (e.g. before sport,/lunchtime))

\_\_\_\_\_

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

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Follow up care

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/carer



Principal: Miss R Robinson  
B Ed (Hons) M ED PQH  
Tel: 028 38851778  
Fax: 028 38852568

(AM2)

**ST MARY'S PRIMARY SCHOOL**

**84 Maghera Road**

**Maghera**

**Dungannon**

**Co Tyrone**

**BT71 6PA**

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**MEDICATION PLAN FOR A PUPIL WITH MEDICAL NEEDS**

**REQUEST FOR A 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 medicine (long term condition)

**Details of Pupil**

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Class: \_\_\_\_\_

Condition or illness \_\_\_\_\_

\_\_\_\_\_

**Medication**

**Parents must ensure that the medication is in date and properly labelled.**

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

\_\_\_\_\_

Date dispensed: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

**Full Direction for Use**

Dosage and method: \_\_\_\_\_

\_\_\_\_\_

**NB: Dosage can only be changed on a Doctor's instructions**

Timing: \_\_\_\_\_

Special instructions: \_\_\_\_\_

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**

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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 Principal**

I agree the \_\_\_\_\_ (name of child) will receive  
\_\_\_\_\_ (quantity and name of medicine). This child will  
be given/supervised whilst he/she takes their medication by \_\_\_\_\_ (name  
member of staff). \_\_\_\_\_ (when)

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

A record of any medicines administered by staff must be completed and retained.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(The Principal/authorised member of staff)

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/carer)

**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.**



(AM3)  
**ST MARY'S PRIMARY SCHOOL**  
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**Maghery**  
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**BT71 6PA**

**Principal: Miss R Robinson**  
**B Ed (Hons) M ED PQH**  
**Tel: 028 38851778**  
**Fax: 028 38852568**

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**REQUEST FOR A PUPIL TO SELF ADMINISTER HIS/HER MEDICATION**

This form must be completed by parents/carers

**Details of Pupil**

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Class: \_\_\_\_\_

Condition or illness \_\_\_\_\_  
\_\_\_\_\_

**Medication**

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

Name Medicine \_\_\_\_\_  
\_\_\_\_\_

Procedures to be taken in an emergency \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Details**

Name \_\_\_\_\_

Phone No. (home/mobile) \_\_\_\_\_

(work) \_\_\_\_\_

Relationship to child \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Relationships to child \_\_\_\_\_

**Agreement of Principal**

I agree that \_\_\_\_\_ (Name of child) will be allowed to self-administer his/her 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**





(AM4)  
**ST MARY'S PRIMARY SCHOOL**  
**84 Maglery Road**  
**Maglery**  
**Dungannon**  
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**BT71 6PA**

**Principal: Miss R Robinson**  
**B Ed (Hons) M ED PQH**  
**Tel: 028 38851778**  
**Fax: 028 38852568**

### Record of Medicine Administered to an Individual Child

Surname	
Foreman (s)	
Date of Birth	____/____/____ M <input type="checkbox"/> F <input type="checkbox"/>
Class	
Condition or illness	
Date medicine provided by parent	
Name and strength of medicine	
Quantity received	
Expiry date	____/____/____
Quantity returned	
Dose and frequency of medicine	

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 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			

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			



