

Administration of Medicines Policy

Introduction:

This policy was drafted through a collaborative process involving staff, parents and the Board of Management.

Rationale:

The policy as outlined was put in place to;

- ◆ Clarify areas of responsibility
- ◆ To give clear guidance about situations where it is not appropriate to administer medicines
- ◆ To indicate the limitations to any requirements which may be notified to teachers and school staff
- ◆ To outline the procedures that parents/guardians and staff should follow

Relationship to School Ethos:

The school promotes positive home-school contacts, not only in relation to the welfare of children, but in relation to all aspects of school life. This policy is in keeping with the school ethos through the provision of a safe, secure and caring school environment and the furthering of positive home-school links.

Aims of this Policy:

The aims and objectives of the policy can be summarised as follows;

- ◆ To minimise health risks to children and staff on the school premises
- ◆ To provide a framework within which medicines may be administered in cases of emergency or in instances where regularised administration has been agreed with parents/guardians

In-School Procedures:

Parents are required to complete a section on Health/Medicine in the application form when enrolling their child/ren in the school. No staff member is obliged to administer medicine or drugs to a pupil and any staff member willing to do so works under the controlled guidelines outlined below.

- ◆ Prescribed medicines will only be administered after parents of the pupil concerned have written to the BoM requesting the Board to authorise a member of the teaching staff to do so. Under no circumstance will non-prescribed medicines be either stored or administered in the school. The Board will seek indemnity from parents in respect of any liability arising from the administration of medicines.
- ◆ **In general, medicines will be administered by the parents/guardians outside of school hours**
- ◆ The school generally advocates the self-administration (e.g inhalers) of medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent. Medicines are not normally stored on the school premises. Parents are responsible for the provision of medication and notification of change of dosage
 - ◆ Teachers have a professional duty to safeguard the health and safety of pupils, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. Special Needs Assistants (SNAs), working under the supervision of teachers, also have a duty of care to the pupils.
 - ◆ The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any child in their class

- ◆ **This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.**

Long Term Health Problems:

Where there are children with long-term health problems in school, proper and clearly understood arrangements for the administration of medicines must be made with the Board of Management. This is the responsibility of the parents/guardians. It would include measures such as self-administration, administration under parental supervision or administration by school staff.

Life Threatening Condition:

Where children are suffering from life threatening conditions, parents/guardians must clearly outline, in writing, what should be done in a particular emergency situation, with particular reference to what may be a risk to the child (Appendix 3). If emergency medication is necessary, arrangements must be made with the Board of Management. A letter of indemnity must be signed by the parents in respect of any liability that may arise regarding the administration of medication.

Guidelines for the Administration of Medicines:

1. The parents of the pupil with special medical needs must inform the Board of Management in writing of the condition, giving all the necessary details of the condition. The request must also contain written instruction of the procedure to be followed in administering the medication. (Appendix 1, 2 or 3)
2. Parents must write requesting the Board of Management to authorise the administration of the medication in school
3. Where specific authorisation has been given by the Board of Management for the administration of medicine, the medicines must be brought to school by the parent/guardian/designated adult
4. A written record of the date and time of administration must be kept by the person administering it (Appendix 4)
5. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary
6. Emergency medication must have exact details of how it is to be administered
7. **The Board of Management must inform the school's insurers accordingly of medication for life threatening conditions**
8. Parents are further required to indemnify the Board of Management and members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school and during school related activities
9. All correspondence related to the above are kept in the school.

Medicines:

- ◆ Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.
- ◆ Non-prescribed medicines will neither be stored nor administered to pupils in school
- ◆ Teachers/SNAs in the school will only administer prescribed medication when arrangements have been put in place as outlined above
- ◆ Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times, must be made with the Principal

- ◆ A teacher/SNA must not administer any medication without the specific authorisation of the Board of Management
- ◆ The prescribed medicine must be self-administered if possible, under the supervision of an authorised Teacher/SNA if not the parent
- ◆ No teacher/SNA can be required to administer no prescribed medicine or drugs to a pupil
- ◆ In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted
- ◆ It is not recommended that children keep medication in bags/coats etc. however in some circumstances this may be necessary etc.
- ◆ Children should be responsible for their own medication with due regard to the age of the child.

Emergencies:

In the event of an emergency, teachers should do no more than is necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment should be secured in emergencies at the earliest opportunity.

Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members may take a child into Accident and Emergency without delay. Parents will be contacted simultaneously.

In addition, parents must ensure that teachers are made aware in writing of any medical condition which their child is suffering from. For example, children who have epilepsy, diabetes etc. may have a seizure at any time and teachers must be made aware of symptoms in order to ensure that treatment may be given by appropriate persons.

Written details are required from the parents/guardians outlining the child's personal details, name of medication, prescribed dosage, whether the child is capable of self-administration and the circumstances under which the medication is to be given. Parents should also outline clearly proper procedures for children who require medication for life threatening conditions.

The school maintains an up to date register of contact details of all parents/guardians including emergency numbers. Parents are asked to update Aladdin/the school as soon as possible if their contact details change.

First Aid Boxes:

A full medical kit is taken when children are engaged in out of school activities such as tours, football/hurling games and athletic activities. Medical kits will also be taken when pupils are going on local trips to the church, the library, the castle park or to swimming lessons.

School Defibrillator:

A defibrillator has been purchased for the school following a diagnosis of Long Q.T syndrome for a pupil in second class in the Spring term of 2021. This pupil is currently in third class. Staff training in CPR and the use of the defibrillator commenced early in the Summer term 2021. Any remaining untrained staff will be trained this school year.

The defibrillator is stored on the Junior corridor wall opposite the Principal's office.

General Recommendations:

We recommend that any child who shows signs of illness should be kept at home; requests from parents to keep their children in at lunch break are not encouraged. A child too sick to play with peers should not be in school.

Roles and Responsibilities:

The BoM has overall responsibility for the implementation and monitoring of the school policy on Administration of Medication. The Principal is the day-to-day manager of routines contained in the policy with the assistance of all staff members.

Success Criteria:

The effectiveness of the school policy in its present form is measured by the following criteria;

- ◆ Compliance with Health and Safety legislation
- ◆ Maintaining a safe and caring environment for children
- ◆ Positive feedback from parents/teachers
- ◆ Ensuring the primary responsibility for administering remains with parents/guardians

Ratification and Review:

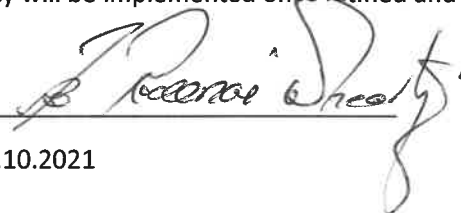
This policy will be ratified by the BOM in October 2021.

It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions.

Implementation:

The policy will be implemented once ratified and reviewed in 2023.

Signed: _____



Date: 11.10.2021

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Appendix 1

Medical Condition and Administration of Medicines

Child's Name: _____ Date of Birth: _____

Address: _____

Emergency Contacts

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

3) Name: _____ Phone: _____

4) Name: _____ Phone: _____

Child's Doctor: _____ Phone: _____

Medical Condition: _____

Prescription Details: _____

Storage Details: _____

Dosage required: _____

Is the child responsible for taking the prescription him/herself?

What action is required?

I/We request that the Board of Management authorise the taking of Prescription Medicine during the school day as it is absolutely necessary for the continued well being of my/our child. I/We understand that the school has no facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in daily. I/We understand that we must inform the school/Teacher of any changes of medicine/dose in writing and that we must inform the Teacher each year of the prescription/medical condition. I/We understand that no school personnel have any medical training and we indemnify the Board from any liability that may arise from the administration of the medication.

Signed _____ Parent/Guardian

Date _____

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Appendix 2

Allergy Details

Type of Allergy: _____

Reaction Level: _____

Medication: _____

Storage Details: _____

Dosage required: _____

Administration Procedure (When, Why, How)

Signed: _____

Date: _____

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Appendix 3

Emergency Procedures

In the event of _____ displaying any symptoms of his medical difficulty, the following procedures should be followed.

Symptoms: _____

Procedure: 1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

To include: Dial 999 and call emergency services.

Contact Parents

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Appendix 4

Record of administration of Medicines

Pupil's Name: _____

Date of Birth: _____

Medical Condition: _____

Medication: _____

Dosage Administered: _____

Administration Details (When, Why, How)

Signed: _____

Date: _____