



Administration of Medicines Policy

An Administration of Medication Policy has been in existence since April 2012.

The policy was updated through a collaborative school process involving the Board of Management, staff members and parents.

Rationale:

The policy as outlined was put in place to;

- ✚ Clarify areas of responsibility.
- ✚ Ensure guidance received from the school insurer is followed
- ✚ 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 procedures to deal with pupils with nut or other allergies in our school
- ✚ Safeguard school staff that are willing to administer medication
- ✚ Protect against possible litigation

Relationship to School Ethos:

This policy is in keeping with the school ethos through the provision of a safe, secure and caring school environment and the promoting of positive home-school links. Teachers and SNAs 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.

Aims of this Policy:

- ✚ Minimise health risks to children and staff on the school premises
- ✚ Fulfil the duty of the BoM in relation to Health and Safety requirements
- ✚ Provide a framework within which medicines may be administered in cases of emergency or in instances where regularised self-administration has been agreed with parents/guardians

In-School Procedures:

- ✚ Parents are required to complete the health/medication details when enrolling their child. It is the duty of the parent/guardian to inform the school of any medical needs their children may have.

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- ✚ Parents are to inform the school immediately if a child develops a medical condition/allergy at any point during the school year which has not been previously disclosed to the school.
- ✚ It is advised that any child who shows signs of illness be kept at home.
- ✚ 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.
- ✚ No teacher is obliged to administer medicine or drugs to a pupil and any teacher willing to do so works under the controlled guidelines outlined below. Any teacher or SNA who administers medication to a pupil will do so under the controlled guidelines outlined below:

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 is done via Health/Medication section on the school Enrolment form when:

- a) *enrolling their child in the school*
- b) *when new medical conditions present at any point during the child's time in school*

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

If there are medical conditions present which necessitate the administration of medicines in school, parents will then be asked to complete the applicable sections of the attached form (**Appendix 1**). This form requests the Board of Management to authorise the taking of prescription medicine during the school day. The request must also contain clear written instructions of the procedures to be followed in administering the medication. The Board and members of the staff may seek indemnity from parents in respect of any liability arising from the administration of medicines.

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 or a designated adult. The Board of Management will provide storage facilities in the school or in the child's classroom, as appropriate for a small quantity of medication. It is the responsibility of the parent/ guardian to ensure that all medication is clearly labelled with child's name and must have exact details of how it is to be administered.

Parents are responsible for the provision of medication, notification of change of dosage and replenishing when necessary in advance of expiry dates.

If prior arrangements are agreed, 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.

In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents will be contacted.

Records of medicines administered

A written record of the date and time of administration must be kept by the person supervising or administering it in a **Record of Administration of Medicines log**. **This logbook will be created as soon as a child is enrolled in the school and will be stored in the staffroom with the child's medical pack**. If the administration of medicine occurs on a daily basis, e.g. insulin, then this will be recorded by SNAs in the child's weekly log.

If a child is going off-site, medication must be carried by staff in attendance.

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The BoM must inform the school's insurers accordingly.

All correspondence related to the above are kept in the school in the child's individual file in the Administration of Medication file and on the school Aladdin system.

The school maintains an up to date register of contact details of all parents/guardians including emergency numbers. This is updated in September of each new school year. Parents are regularly requested to inform the school of any changes in contact details.

Parents must inform the Board of Management in writing of any improvement or deterioration in their child's medical condition and the medication consequences thereof.

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.

The school must be provided with a treatment plan which is to be implemented on a daily/weekly basis or as necessary if the need for emergency treatment should arise. It would include measures such as self-administration under supervision of school staff, administration under parental supervision.

Life Threatening Condition

*Where children are suffering from life threatening conditions, parents/guardians must clearly outline, in writing an **Emergency Treatment Plan** detailing what should be done in a particular emergency situation, with particular reference to what may be a risk to the child.* If emergency medication is necessary, arrangements for provision of this medication must be made with the Board of Management. By signing the attached form (Appendix 1), parents indemnify the Board of Management and all staff members in respect of any liability that may arise regarding the administration of medication.

The following guidelines are in place with regard to pupils with a Nut or other life threatening Allergy

- ✚ Parents are asked to outline with particular reference to what may be a risk to the child.
- ✚ All parents/guardians of the child's class are informed of the allergy
- ✚ Depending on the severity of the allergy all nut products may be banned in that classroom or it may be decided to encourage a nut-free school
- ✚ Children and staff in the classroom are advised and reminded regularly not to offer or exchange foods, sweets, lunches etc.
- ✚ If going off-site, medication must be carried.
- ✚ **In the event the pupil comes in contact with nuts/other allergen the procedure outlined by parents will be followed**

Emergencies:

In the event of an emergency, the following procedures will be followed

- ✚ Qualified medical treatment shall be secured in emergencies at the earliest opportunity. Emergency services will be called.

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- ✚ Teachers should do no more than is necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm.
- ✚ Teachers or SNAs will follow treatment plans as provided by parents.
- ✚ 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.

First Aid Boxes:

First Aid boxes are stored safely in the secretary's office containing gauze, adhesive plasters, disposable sterile gloves, antiseptic wipes, crepe bandages, cotton wool, warm/cold packs, scissors etc.

Prepacked travel first aid kits are available for staff to bring for off- site activities.

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 the middle management structure and all staff members in the school.

Parents should ensure that these procedures are clearly understood before submitting any request to the Board of Management.

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 medicine remains with parents/guardians

Ratification and Review:

This policy was ratified by the Board of Management. It will be implemented with immediate effect and reviewed as deemed necessary in the event of incidents or on the enrolment of child/children with significant medical conditions.

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(Appendix 1)

Parental Instruction regarding Medical Condition and Administration of Medicines

1: Personal Details

Child's Name	
Address	
Date of Birth	

2: Emergency Contacts

Name	Phone No	Relationship to child
1.		
2.		
3.		
4.		
Child's Doctor		

3: Details of medical condition. Include risks and possible scenarios:

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4: Medication

Is medication required in school? **YES/NO** _____

Names of medication(s)

Dosage and frequency: A detailed instruction is required in blank field below.

Is your child capable of self- administering under the supervision of a staff member?

YES

NO, MY CHILD NEEDS THE MEDICINE ADMINISTERED BY A TEACHER/SNA

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5: Storage

Will medication be stored in school as described in policy? (Please tick)

Yes _____

No _____

****Please ensure that you enclose an *Emergency Treatment Plan* ,detailing what should be done in a particular emergency situation, with particular reference to what may be a risk to the child****

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Signed Declaration

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 wellbeing of my/our child.

I/We understand that we must inform the school/teacher of any changes in the medical condition and of changes in the medicine/dosage in writing.

I/We understand that if medication is not stored in school the responsibility lies with the parent/guardian or designated adult to bring in and collect medication on a daily basis.

I/We understand that we must inform the principal and Class 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

Signed _____ Parent/Guardian

Date _____