



## Administration of Medication Policy

### Introduction:

An Administration of Medication policy has been in existence in the school since October 2013. The policy was recently drafted through a collaborative school process and was ratified by the single manager on 29 October 2013. This policy is intended for internal use in the school and may be viewed by parents/guardians in the administration office or on school website.

### Rationale:

The policy as outlined was put in place to;

- Clarify areas of responsibility.

- To give clear guidance about situations where it is appropriate to administer medicines.

- Safeguard school staff that are willing to administer medication.

- Protect against possible litigation.

- To inform all staff members and parents/guardians of the procedures in place in Scoil Niamh CNS in relation to the administration of medication.

### 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 of the policy can be summarised as follows;

- Minimise health risks to children and staff on the school premises.

- Fulfil the duty of the BoM/single manager 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 administration has been agreed with parents/guardians.

## In –School Procedures:

Parents are required to complete an acceptance form when enrolling their children in the school. It is the duty of the parent/guardian to inform the school of any medical needs their children may have. 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. 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:

Prescribed medicines will only be administered after parents of the pupil concerned have written to the BoM/single manager requesting the BoM/single manager to authorise a member of the teaching/SNA staff to do so. Under no circumstance will non-prescribed medicines be stored, administered or be in the possession of a pupil in the school. The BoM/single manager will seek indemnity from parents in respect of any liability arising from the administration of medicines.

The school generally advocates the self-administration (e.g. inhalers) of prescribed medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent. If prior agreed, a small quantity of prescription drugs/emergency medication will be stored in the administration office/refrigerator (if required). A quantity will also be kept onsite if a child requires self-administering medication on a daily basis and parents have requested storage facilities for such medication. 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

The BoM/single manager requests parents to ensure that teachers be made aware in writing of any medical condition/allergies suffered by any child in their class.

## 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 BoM/single manager. 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 a child is suffering from a life threatening condition, parents/guardians must clearly outline, in writing, what should be done in a particular emergency situation. If emergency medication is necessary, arrangements must be made with the BoM/single manager. 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 BoM/single manager 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 BoM/single manager to authorise the administration of the medication in school.
3. Where specific authorisation has been given by the BoM/single manager 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 written instructions of how it is to be administered.
7. The BoM/single manager must inform the school's insurers accordingly.
8. Parents are further required to indemnify the BoM/single manager and members of the staff in respect of any liability that may arise regarding the administration of prescribed medicines in school.
9. All correspondence related to the above are kept in the school.

### **Medicines**

- Non-prescribed medicines will neither be stored nor administered to pupils in school. Pupils are not permitted to carry non-prescription medication in school. If found, such medications will be confiscated and parents/guardians will be made aware of this.
- 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 BoM/single manager.
- The prescribed medicine must be self-administered if possible, under the supervision of an authorised Teacher/SNA if not the parent.
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted.
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

### **The following guidelines are in place with regard to pupils with a food allergy**

1. Parents inform the school about any food allergies their child may have.
2. Strategies to deal with food allergies will be decided on a case to case basis depending on severity of allergy, whether that specific food should be eliminated from the school environment etc.
3. Parents will be asked for clear instructions in writing as how the school should deal with the child presenting with signs and symptoms of an allergic reaction.

### **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 are epileptics, diabetics 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. This is updated in September of each new school year on Aladdin.

### **First Aid Boxes:**

A first aid box is taken when children are engaged in out of school activities such as tours, football/hurling games and athletic activities.

A first aid box is kept in the staffroom and in the administration office containing anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, scissors etc.

### **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/single manager 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. The principal will ascertain which members of staff are willing to administer prescribed medicines. The school secretary is responsible for ensuring that both first aid boxes are adequately resourced.

### **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 was ratified by the BoM/single manager on 29 October 2013. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than October 2014.

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

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

**Implementation:**

The policy has been implemented since October 2013.

**Appendix 1**  
**Medical Condition and Administration of Medicines**

Child's Name: \_\_\_\_\_

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

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

**Emergency Contacts**

1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

4) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Child's Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Condition:

Prescription Details:

Storage details:

What signs/symptoms may indicate your child is in need of this medication:

Dosage required:

What Action is required

Is your child to be responsible for taking the prescribed medication himself/herself?

\_\_\_\_\_

I/We request that the BoM/single manager 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 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 has any medical training and we indemnify the BoM/single manager from any liability that may arise from the administration of the medication.

Signed \_\_\_\_\_ Parent/Guardian

\_\_\_\_\_ Parent/Guardian

Date \_\_\_\_\_

**Appendix 2  
Allergy Details**

Type of Allergy:

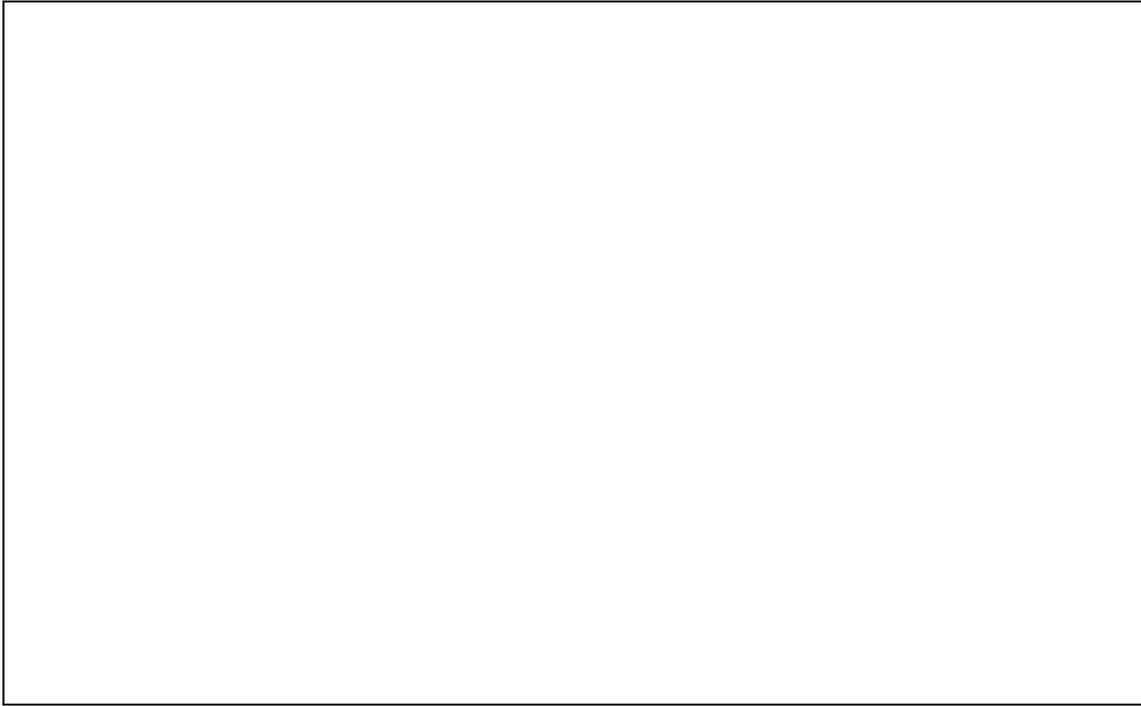
Reaction Level:

Medication:

Storage details:

Dosage required:

Administration Procedure (When, Why, How)



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

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

**Appendix 3  
Emergency Procedures**

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

Symptoms:

Procedures:

***To include: Dial 112 and call emergency services.  
Contact Parents/Guardians/Emergency Contact***

**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: \_\_\_\_\_