September '21

Administration of Medicines Policy

Scoil Mhuire Lacken

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Introduction:

The policy was recently drafted through a collaborative school process and will be ratified by the Board of Management (BoM) in September 2021.

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 procedures to deal with a pupil with allergies in our school
- Safeguard school staff that are willing to administer medication
- Protect against possible litigation.

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;

- 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 administration has been agreed with parents/guardians

In –School Procedures:

Parents are required to complete a Health/Medication form when enrolling their child/ren in the school. **No teacher/SNA is obliged to administer medicine or drugs to a pupil** and any teacher 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
- 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. No medicines are stored on the school premises. A small quantity of prescription drugs will be stored in the Administration Office or Staff room if a child requires self-administering on a daily basis and parents have requested storage facilities. 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 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 under the supervision of school staff. A Care Plan will be devised for the child in such circumstances under the guidance of a medical practitioner. All measures adopted must be agreed upon by the Principal and the BoM. The School Insurance provider will be notified also.

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 observing the administration of 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 BoM must inform the school's insurers accordingly
8. Parents are further required to indemnify the Board of Management 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/by pupils in school
- Teachers/SNAs in the school will only observe the administration of 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 supervise the administration of any medication without the specific authorisation of the Board of Management
- The prescribed medicine must be self-administered, under the supervision of an authorised Teacher/SNA, if not the parent
- **No teacher/SNA can be required to administer 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 permitted that children keep medication in bags, coats, lunchboxes etc.**
- 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 allergies in our school.

1. BoM to be informed as outlined above. Care plan to be put in place.
2. Staff dealing with the pupil do not eat nuts of any item with nut trace
3. Advise children not to offer or exchange foods, sweets, lunches etc.
4. If going off-site, medication must be carried.

In the event the pupil comes in contact with peanuts

The following guidelines are in place with regards to pupils that require inhaler use in our school.

The inhaler is sent to school in a clear, plastic, sealed bag with child's name and photograph attached.

2. All instructions are clearly included in the plastic bag and the inhaler information leaflet is stored along with the inhaler in the bag

3. The responsibility for monitoring the expiry date on the inhaler rests with the parents. Parents are advised to note the expiry date at home and ensure a new, in-date inhaler is sent to school on or before the expiry date.

4. The box will be held in the locked medicine cabinet in your child's classroom. The bag will be brought to activities outside the school premises in the teacher first aid kit.

5. The bag will be sent home at the end of term for parents to check contents, date, wear and tear etc. Parents will send the bag back on the first day of the new term.

6. The child must be capable of using the inhaler independently. Teacher and/or SNA will supervise the administration of the medicine and will note when it was used. The teacher will communicate to the parents any occasion when the inhaler is used via a note in the school diary or homework folder.

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. In the event of contact details changing during the school year, the onus is on parents to update the school without delay.

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.

A first aid box is kept in the main entrance hallway and a first aid cabinet in each individual classroom.

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 permitted. 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. Middle Management have the responsibility of the maintenance and replenishment of First Aid Boxes.

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 first ratified by the BoM in 04/10/21. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than the academic year 2023/2024.

Implementation:

This updated policy has been implemented since 04/10/21

Signed: .....

Chairperson

For and behalf of Board of Management

Roll No: 17479D ***Principal: Aoibhinn O' Neill***

SCOIL MHUIRE

LACKEN

Implementation:

This updated policy has been implemented since 04/10/21

Signed: Mona Gilligan

Chairperson

For and behalf of Board of Management

Signed: Aoibhinn O'Neill

Principal

Date: Ratified 04/10/21

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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: _____

Note: a minimum of three contacts required

Child's Doctor: _____ Phone: _____

Medical Condition:

_____

Prescription Details:

_____

Storage details:

_____

Dosage required:

_____

Is the child to be 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

_____ 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: _____ (parent/guardian)

Signed: _____ (parent/guardian)

Date: _____

Appendix 3

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Emergency Procedures

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

Symptoms: _____

_____

_____

_____

_____

Procedure:

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

To include: ***Dial 112 and call emergency services.***

Contact Parents

Roll No: 17479D

Principal: Aoibhinn O' Neill



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: _____