

Scoil Mhuire, Latton

Castleblayney, Co. Monaghan

A75 P033

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Administration of Medicines Policy

Introduction

An Administration of Medication policy has been in existence in the school since 2003. The policy was recently reviewed and updated through a collaborative school process and was ratified by the Board of Management (BOM) in February 2022.

Rationale

The policy as outlined was put in place to:

- Clarify areas of responsibility
- Give clear guidance about situations where it is not appropriate to administer medicines
- Indicate the limitations to any requirements which may be notified to teachers and school staff
- Outline procedures to deal with a pupil with a nut allergy in our school
- Safeguard school staff members that are willing to administer medication
- Protect against possible litigation
- Minimise health risks to children and staff on the school premises

Relationship to School Ethos:

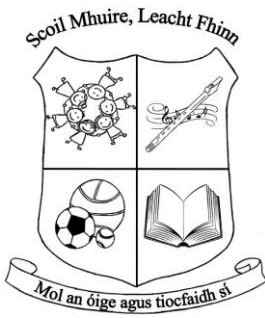
The school aims to promote the full and harmonious growth of every child and promotes positive home-school contacts. Furthermore this school supports the principles of inclusiveness and equality of access and participation in the school. This policy is in keeping with the school ethos through the provision 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 fulfil the duty of the Board of Management in relation to Health and Safety requirements
- 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



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Parents are required to complete a Health/Medication section on the admissions form when enrolling their child in the school. If medical needs are identified, parents will be asked to complete a Health/Medication Form (Appendix 1). 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.

- Under no circumstances will non-prescribed medicines be either stored or administered in the school.
- Prescribed medicines will only be administered after parents of the pupil concerned have written to the Board of Management requesting the Board to authorise a member of the teaching staff to do so. 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 of medicine (e.g. inhalers) under the supervision of a responsible adult, exercising the standard of care of a prudent parent.
- 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/injury suffered by any child in their class at any given time.

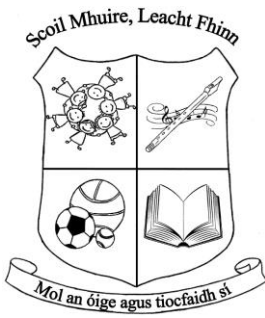
This does not imply a duty upon teachers to undertake the administration of medicines or drugs, however it helps teachers to more fully understand children's medical needs should they arise.

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 condition, 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 1). 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.



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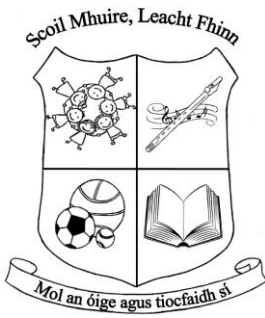
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Guidelines for the Administration of Medicines

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). The letter should contain the following
 - Child's full name and address
 - The name of the medication to be administered
 - The exact dosage and time of administration
 - The procedure to be followed in the administration and storage of the medication
 - Signature of parent/guardian
2. Parents must write requesting the Board of Management to authorise the administration of the medication in school. (Appendix 1 Health/Medication Form)
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 3)
5. Parent/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.
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 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



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- 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 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.
- 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 an allergy

1. All staff are made aware of allergy
2. Staff dealing with the pupil do not eat any item with allergens or traces of allergen
3. Advise children not to offer or exchange foods, sweets, lunches, etc.
4. If going off-site, medication must be carried.

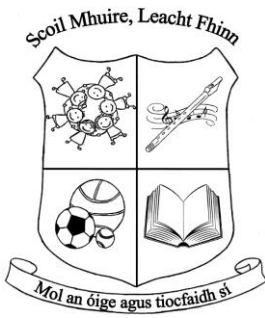
In the event the pupil comes in contact with allergen

1. Administer antihistamine as authorised immediately. It is important that the pupil be kept calm to allow him/her to breathe calmly as he/she will experience discomfort and sensation of his/her throat swelling. If possible he/she needs to drink as much water as possible. These steps should allow him/her to recover fully.
2. Only in the event of anaphylactic shock should the pen be administered. Each Pen per child is stored in the child's classroom.
3. **Before or immediately after Pen has been administered, an ambulance must be called.**
4. A written record of the date and time of administration must be kept by the person administering on a Medication Chart Record (Appendix 3)
5. After the event of an epipen being administered, it is the parent's responsibility to provide the school with a replacement epipen.

Indicators of shock include

Symptoms of shock can include, wheezing, severe difficulty breathing and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhoea.

Administration of an epistat to a child with severe epilepsy



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1. The parents of the child must write to the Board of Management each September requesting that permission be given to school staff to administer epistat in an emergency situation.
2. A meeting should take place between the parents and the principal, deputy principal, class teacher and one other staff member.
3. The parent should clearly outline:
 - I. The circumstances under which the medicine can be administered
 - II. The procedure for administering the medicine.
 - III. What they should do once the medicine has been administered.
4. A written copy of the request form from the parents and the details of how to administer the medicine should be retained in the school.
5. The epistat will be stored in the staff room cupboard in a marked box.
6. The parents shall be contacted if the child has a seizure at school.
7. The epistat will be returned to the parents at the end of each school year.

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.

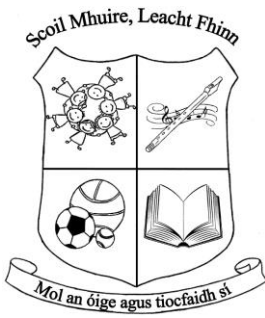
Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members may take a child into Accident and Emergency without delay. Parents will be contacted simultaneously.

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 experience an episode 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 parent/guardians including emergency numbers. This is updated electronically on Aladdin at the beginning of each new school year and a hard copy is kept in the office.

It is the responsibility of parents to update the school of any contact detail changes especially contact phone number, email address and postal address.



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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 staffroom containing ant-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, as proper supervision is provided on the yard and this is where the children are safest. A child too sick to play with peers should not be in school. Children who come to school are expected to be outside with the rest of their class during break times, where supervision is provided.

Roles and Responsibilities:

The Board of Management 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 Deputy Principal is the Safety Officer has responsibility for 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;

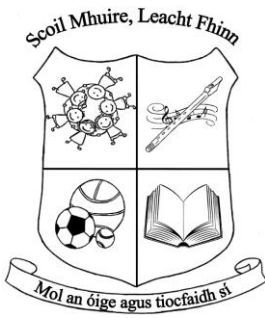
- Compliance with Health and Safety legislation
- Maintaining a safe and caring environment for children
- Positive feedback from parents and school staff
- Ensuring the primary responsibility for the administration of medicines remains with parents/guardians

Implementation:

The policy has been implemented since October 2012.

Ratification, Review and Communication

This policy was ratified by the Board of Management on February 8th, 2022. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, otherwise in February 2025.



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Notification of the review of the policy and its availability for viewing will be communicated to parents.

Signed: _____

Chairperson, Board of Management

Principal

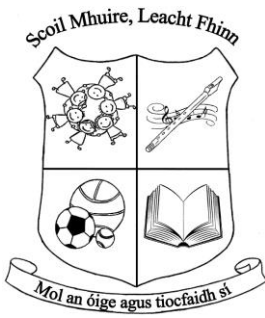
Date: _____

Appendices

Appendix 1: Health/Medication Form

Appendix 2: Emergency Procedures Form

Appendix 3: Medication Chart Record



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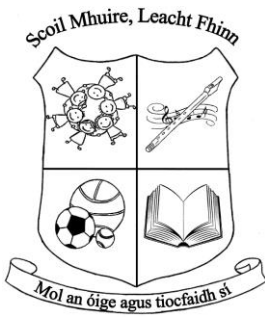
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Appendix 1- Health/Medication Form

Personal Details			
Child's Name:		Child's Address:	
Child's Date of Birth:		Child's PPS Number:	
Medical Details			
Medical/Allergy Condition			
Symptoms			
Prescription/ Medication Details:			
Administering Arrangement			
			Yes
			NO
Is your child to be responsible for self-administering prescription medication him/herself in school ?			
Are you requesting for a member of staff to administer prescription medication?			
Administration Procedure			
If a staff member is being requested to administer prescription medication, please provide the following details: What action is required? Administration Procedure (When, Why, How)			
When?			
Why?			
How? Including dosage			
Storage Details			
<u>Emergency Contacts</u>			
In the case of an emergency the school will immediately : Dial 999/112 emergency services and then call emergency contact for the child thereafter			
Name:		Phone:	



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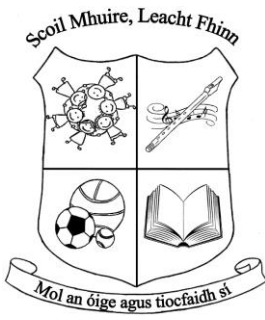
Name:	Phone:		
Name:	Phone:		
Child's Doctor:	Phone:		
Consents		Yes	No
I/We request that the Board of Management authorize the taking of Prescription Medicine during the school day as it is absolutely necessary for the continued wellbeing of my/our child.			
I/We have provided the school with a letter from a medical doctor outlining the need for such prescribed medicines in school			
I/We liaised with the Principal on this matter and have arranged for teachers to be specifically trained by a nurse or medical professional for the specific administration of the above medicine. It is my/our responsibility as the parent(s) to organize staff training for the administration of my/our child's prescriptive medicine in advance of our child coming to school with specific prescription medicines.			
I/We understand that the school will do its best to ensure the safe storage of prescription medicines.			
I/We understand that we must inform the school/Principal of any changes of medicine/dose in writing from a medical doctor and that we must inform the new teacher each year of the prescription/medical condition of my/our child and that this is not presumed information as it may change from year to year.			
I/We understand until we have received confirmation from the Principal/School Office that we may not assume all arrangements are in place for the administration of prescription medicine.			
I/We understand that no school personnel have any training and we indemnify the Board of Management of Scoil Mhuire from any liability that may arise from the administration of the medication.			

Signed: _____
Parent/Guardian

Date: _____

Signed: _____
Parent/Guardian

Date: _____



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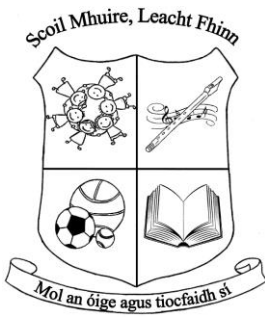
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School Principal/Office Use Only

All questions and sections have been completed	
Parents have been informed that the school has all arrangements in place for the administration of prescription medicine for this child	



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Appendix 2

Emergency Procedures

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

- Symptoms:**
1. _____
 2. _____
 3. _____
 4. _____
 5. _____

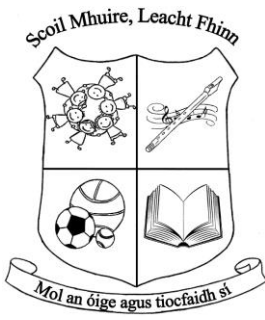
- Procedure**
1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____

**To include: Dial 999 or 112 and call emergency service
Contact Parent/Guardians**

Signed: _____ **Parent/Guardian**

_____ **Parent/Guardian**

Date: _____



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