

Administration of Medicines Policy Naomh Mhuire N.S., Walsh Island



Introductory Statement

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 Safety, Health & Welfare 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

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
- Safeguard school staff that are willing to administer medication
- Protect against possible litigation.

Roles and Responsibilities:

- The BoM has overall responsibility for overseeing the implementation of the Administration of Medicines Policy.
- The Principal is the day to day manager of routines contained in the policy with the assistance of staff members. The Principal, on behalf of the Board, authorises the administration of medication in the school and is obliged to inform the Board of Management annually.

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In-School Procedures:

Medical Information

Parent(s)/Guardian(s) are required to complete a Health Information form when enrolling their child/ren in the school. Parent(s)/Guardian(s) are requested to;

- Provide emergency contact details
- Provide relevant medical information pertaining to their child
- Inform the school if any medication is required during the school day
- Inform the school if any special care is required in the event of an accident or an emergency

According to the information provided, parent(s)/guardian(s) are requested to provide further detailed information (see Appendices) to the school.

This information is used by the designated staff member to prepare a medical Action Plan if necessary. On completion, this document is approved by parent (s)/guardian(s) and medical professional, if necessary.

The Board of Management requests parents to ensure that class teachers be made aware in writing of any medical condition of any child. It is the responsibility of parent(s)/guardian(s) to notify subsequent teachers. This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.

Guidelines for the Administration of Medicines

- The parents of the pupil with medical needs must inform the school of the condition, giving all the necessary details of the condition. It must also contain written instruction of the procedure to be followed in administering the medication and procedures in the event of an accident or emergency (Appendix 1, 2, 3)
- Parents must write requesting the Principal, on behalf of the BoM, to authorise the administration of the medication in school
- Parents/Guardians are responsible for ensuring that medication is supplied to the school and replenished when necessary
- Emergency medication must have exact details of how it is to be administered
- Where necessary, depending on the medication, at the start of each school year the parent(s)/guardian(s) is to speak to their child's new teacher and SNA about the medication, demonstrate how it is to be administered and provide clear, written instructions of same
- A written record of the date and time of administration must be kept by the person administering it (Appendix 4)
- 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 (Appendix 5)
- All correspondence related to the above are kept in the school.

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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:

- Teachers have a professional duty to safeguard the safety, health and welfare of pupils, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- Prescribed medicines will only be administered after parents of the pupil concerned have requested the Principal, on behalf of the BoM to authorise a member of the teaching staff to do so (Appendix 1)
- Under no circumstance will non-prescribed medicines be either stored or administered in the school
- Parents will be required to indemnify the BoM and School in respect of any liability arising from the administration of medicines (Appendix 5)
- 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
- A small quantity of prescription drugs will be stored in the First Aid Room if a child requires self-administering on a daily basis and parents have requested storage facilities (e.g. medication for anaphylaxis, diabetes, epilepsy)
- Parents are responsible for the provision of medication and notification of change of dosage

Medicines

- Non-prescribed medicines will not be stored or administered to pupils in school
- Staff members 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 designated member of staff
- A staff member must not administer any medication without the authorisation of the Principal
- The prescribed medicine must be self-administered if possible, under the supervision of an authorised staff member if not the parent
- No staff member 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 using emergency contact details provided
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours

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Long Term Health Issues

Where there are children with long-term health issues in school, It is the responsibility of the parent(s)/guardian(s) to ensure that proper and clearly understood arrangements for the administration of medicines are made with the school according to this policy. . It should include measures such as self-administration, administration under parental/medical professional supervision or administration by school staff.

Life Threatening Conditions

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 Principal, on behalf of the BoM. A letter of indemnity must be signed by the parents in respect of any liability that may arise regarding the administration of medication.

Anaphylaxis

Information collected in this policy (Appendices 1, 2, 3) will be used in the preparation of the school Anaphylaxis Action Plan.

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.

Where a child has an accident, which is considered serious, an ambulance will be called.

Where a child has an accident, which requires medical attention and where it is safe to move the child, the parents/guardians will be contacted.

Failing that, the child will be taken to the hospital as soon as possible by the Principal/designated staff member. Staff in the school will continue to try and make contact with the parent(s)/guardian(s).

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 epileptic, diabetic 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, in so far as possible, an up-to-date register of contact details of all parents/guardians including emergency numbers. Parent(s)/Guardian(s) are requested to update these details in September of each new school year.

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First Aid:

- A full medical kit is taken when children are engaged in out of school activities such as tours, football games and athletic activities
- First Aid kits/supplies are available in the Staff Toilet and the Secretary's office
- Teacher/SNA on yard duty administers basic first aid i.e., cuts and grazes; cleans wound, applies plasters
- For head injuries, teachers on yard assess the injury and apply ice pack with cover. Parents will be notified by phone
- In the event of a serious head injury, the situation is assessed, and emergency procedures followed

Recording of Accidents

All yard accidents are recorded in the Accident Book in the drawer in the Staff Toilet .

Injuries

Any child coming to school with an injury (e.g. limb in a plaster) is not permitted to take part in yard. Where feasible, the child will sit in a designated safe spot in the yard and will remain seated during yard. Alternatively, the child will remain in the school building under the supervision of a staff member. Any child coming to school with an injury (e.g. limb in a plaster) is not permitted to take part in P.E. In such instances, the child will sit in a designated safe spot or will remain in the school building under the supervision of a staff member. Parents must give written permission for their child to return to activities (e.g. yard, P.E.) in school.

General Recommendations:

Any child who shows signs of illness should be kept at home. A child too sick to play with peers should not be in school.

Success Criteria:

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

- Compliance with Safety, Health & Welfare 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 in Jan 2023. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions.

Chairperson, Board of Management

Date:

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

Child's Name: _____ Date of Birth: _____

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 Principal, on behalf of the BoM, authorise the taking of any 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 of any changes of medicine/dose in writing.

For Office Use Only

Date received: _____ Authorisation granted by: _____ Date: _____

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 Supplied: _____

Storage details: _____

Dosage required: _____

Administration Procedure (When, Why, How)

Signed _____ Parent/Guardian

_____ Parent/Guardian

Date _____

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 3

Emergency Procedures

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

Symptoms: _____

Procedures:

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

To include: Dial 999 and call emergency services and contact parents.

Signed _____ Parent/Guardian

_____ Parent/Guardian

Date _____

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 4
Record of Administration of Medicines**

Name _____ Date: _____ Time: _____

Symptoms : _____

At _____, _____ was given _____

by _____.

Signed: _____ (Teacher)

Signed: _____ (SNA/Teacher on duty)

Record of Administration of Medicines

Name _____ Date: _____ Time: _____

Symptoms : _____

At _____, _____ was given _____

by _____.

Parents were/were not contacted at this time.

Signed: _____ (Teacher)

Signed: _____ (SNA/Teacher on duty)

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Appendix 5
LETTER OF INDEMNITY

To Board of Management, Naomh Mhuire NS

1. I/We request that the Principal, on behalf of the BoM, authorise the taking of prescription medicine during the school day as is absolutely necessary for the continued well-being of my/our child.
2. I/We understand that in the event of certain specific medicines being stored, the expiry date is the responsibility of the parents.
3. I/We understand that we must inform the school of any changes of medicine/dose in writing.
4. I/We acknowledge that the above facility provided by the school is on a purely voluntary basis and without any obligation whatsoever on the part of the school.
5. In consideration of the school facilitating me/us as stipulated in point 1 above, I/we hereby indemnify the Board of Management of Naomh Mhuire NS in respect of all losses, claims, demands, actions or proceedings whatsoever arising under any statute or common law in respect of personal injury or injury of any nature whatsoever arising out of/in the course of/caused directly or indirectly by the storage of the said medication by/or at the school and/or on application of the said medication to my/our child.
6. I/We understand that no school member of staff has 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: _____

For Office Use Only

Date received: _____ Authorisation granted by: _____ Date: _____

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Appendix 6

Emergency Medication Provision School Record

DATE	TIME	STUDENT'S NAME	MEDICATION	DOSE GIVEN	ANY REACTIONS	SIGNATURE OF STAFF MEMBER	PRINT NAME