



Scoil Sheosaimh Naofa

BALLINAGAR, TULLAMORE, CO. OFFALY R35 RW26

Tel: 057 9343615 Fax: 057 9350042 Roll No 17637S

Email: ballinagarns@gmail.com Web: www.ballinagarns.weebly.com

Príomhoide: Mr. Alan Plunkett *Leas-Phríomhoide:* Ms. Sheila Lynam *Cathaoirleach:* Monsignor T. Coonan

Administration of Medicines Policy

Introduction:

An Administration of Medicines policy has been in existence in the school since 11th June 2011. The policy was recently redrafted through a collaborative school process and was ratified by the Board of Management (BoM) on 4th December 2018.

Rationale:

The policy as outlined was put in place to;

- Clarify with parents agreed procedures in dealing with specific medical needs of individual pupils.
- To give clear guidance about situations where it is appropriate/not appropriate to administer medicines.
- 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

- Parents are required to complete an enrolment form for their child(ren) which asks them to indicate any medical issue/needs that the school should be aware of. Parents enrolling a child will be given a copy of the Administration of Medicines policy.
- The school maintains an up to date register of contact details of all parents/guardians including emergency numbers. Parents should notify the school of any changes.
- Parents are requested at the beginning of each school year to inform their child's new teacher in writing of any medical condition/needs relating to their child.
- Parents are requested to inform their child's teacher and the school Principal of any new medical condition/needs relating to their child as soon as possible.
- Under no circumstance will over-the-counter medicines be either stored or administered by teachers in the school. If your child requires once-off self-administered medication (i.e. antibiotics, throat lozenges), please ensure Appendix 1 is completed and inform the class teacher in writing. Only provide your child with the correct amount of medication required for the school day.
- Parents are responsible for the provision of medication, ensuring it has not past its use-by date and notification of change of dosage must be provided to the class teacher.
- It is the responsibility of parents to ensure that their child(ren) have their required medication on school trips, tours, matches and other school related outings.
- Parents of a pupil with special medical needs must inform the Board of Management in writing of the condition, giving all the necessary details of the condition. Details must also be provided to the Board of Management (BoM) containing written instruction of the procedure to be followed in administering the medication. (Appendix 1, 2 or 3)

Administration

- Where possible, arrangements (approved by the child's G.P.) should be made for the administration of medicines to take place outside of school hours. If this is not possible, the Board of Management (BoM) requests that prescribed medicines are administered by the parent/guardian during school hours.
- 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.
- Prescribed emergency medications 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.
- In the case of an emergency, the prescribed medication will be administered using the guidelines provided by the parent/G.P. (Appendix 1,2 or 3)
- Given parental consent, certain emergency medications such as Jext Pen/Epipen and inhalers will be stored in the necessary classroom in order to be readily accessible at all times of the school day.
- Teachers/SNA in the school will only administer prescribed medication when arrangements have been put in place as outlined in the *Guidelines for Administration of Medicines*.
- No teacher/SNA is obliged to administer medicine or drugs to a pupil and any teacher/SNA willing to do so works under the controlled guidelines outlined below (*Guidelines for Administration of Medicines*).
- The Board will seek indemnity from parents in respect of any liability arising from the administration of medicines.

Guidelines for the Administration of Medicines

1. 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.
2. A written record (Appendix 4) of the date and time of administration must be completed by the person administering it and stored in the staffroom first aid press.
3. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary.
4. Emergency medication must have exact details of how it is to be administered.
5. The BoM must inform the school's insurers accordingly.
6. 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 medicines in school.
7. All correspondence related to the above are kept in the school.

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 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.

Emergencies:

- In an emergency situation, qualified medical assistance will be secured without delay.
- Where a child is suffering from a serious/life threatening conditions, parents should outline clearly in writing, what can and can't be done in a particular emergency situation, with particular reference to what may be a risk to the child e.g. an anaphylactic shock, diabetes, epilepsy. The school will promote an awareness of these medical conditions among staff.
- 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.

First Aid Boxes:

A first-aid 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 kit is kept in each individual classroom containing basic first aid items

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 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.

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 reviewed and updated by the In-School Management team on: November 2018

This policy was ratified by the BoM _____

Signed by and on behalf of the Board of Management:

Monsignor T. Coonan

Date: _____

Next Review Date: November 2019

Appendix 1
Medical Condition and Administration of Medicines

Child's Name: _____ **Date of Birth:** _____

Address: _____

Emergency Contacts

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

3) Name: _____ Phone: _____

4) Name: _____ Phone: _____

Child's Doctor: _____ **Phone:** _____

Medical Condition: _____

Medication Details

Name of Medication: _____ **Expiry Date:** _____

Storage details: _____

Dosage Instructions: _____

Outline situation which necessitates the administration of medication: _____

Any possible side-effects: _____

Please Tick

- | | | |
|--|-------------------------------------|------------------------------------|
| • Child to self-administer medication | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • Child to self-administer medication under adult supervision | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • Teacher or nominated personnel to administer medication | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

I/We have read the Administration of Medicines policy of Scoil Sheosaimh Naofa on the school website and agree to its implementation.

I/We request that the Board of Management authorise a member of teaching staff to administer emergency medicine and the taking of Prescription Medicine during the school day as it is absolutely necessary for the continued wellbeing of my/our child.

I/We consent to having my/our child's emergency medication stored in their classroom.

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: _____ 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/her medical difficulty, the following procedures should be followed.

Symptoms:

Procedure:

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

Dial 999 and call emergency services.

Contact Parents

Signed: _____

Date: _____

Record of Administration of Medicines

Pupil's Name: _____ Date of Birth: _____

Medical Condition: _____

Medication: _____

Dosage Administered: _____

Administration Details (When, Why, How)

Signed: _____

Date: _____