

Policy on the Administration of Medicines

Introduction

An Administration of Medication policy has been in existence in the school since 2004. This policy was reviewed in September 2015. This policy was further reviewed and updated in 2024. It should be read in conjunction with the full suite of SEN policies, 2024 (Specific Educational Needs).

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 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 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 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 BOM 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 BOM. 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 BOM. 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 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 to authorise the administration of the medication in school.
3. Where specific authorisation has been given by the BOM 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 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 BOM and members of the staff in respect of any liability that may arise regarding the administration of prescribed medicines in school.
9. All correspondence and records 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 BOM.

§ The prescribed medicine must be self-administered if possible, under the supervision of an authorised Teacher/SNA if not the parent.

§ No teacher 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, 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 Nut Allergy

1. The school is a nut-free zone.
2. Advise children not to offer or exchange foods, sweets, lunches etc.
3. If going off-site, medication must be carried.

In the event the pupil comes in contact with peanuts

1. Administer 5ml Zirtec/Sudafed or other antihistamine immediately. It is important that the pupil be kept calm to allow them to breathe calmly as they will experience discomfort and sensation of throat swelling. If possible (s)he needs to drink as much water as possible. These steps should allow him/her to recover fully. In the event that time allows, the child will be brought to UHL which is 5 minutes away from school. A member of staff will travel with the child to the hospital.

2. Only in the event of anaphylactic shock should the pen be administered. Pen is stored in the school office. Before or immediately after Pen has been administered, an ambulance must be called.

Indicators of shock include

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

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 have a seizure 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 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.

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 at various locations around the school 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 possible. A child too sick to go on yard for 15 minutes 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. The SEN Co-ordinator is the person responsible for liaising with parents, children and teachers with regard to the administration of medicine.

Success Criteria

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

Compliance with Health and Safety legislation


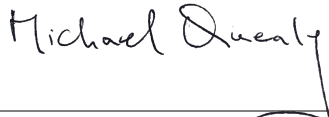
Maintaining a safe and caring environment for children

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 in March 2024 and will be reviewed in 3 years or before if deemed appropriate by BOM.

Signature Chairperson BOM	18.06.24
Marek McGann	
Signature Principal	18.06.24
Mike Quealy	

Appendix 1

Medical Condition and Administration of Medicines

Declaration by parents/ Guardians

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	
Date	

Appendix 2

Allergy Details

Declaration for Parents/Guardians

I / we give permission for the school staff to administer medication outlined above to my child should the need arise

Signed	
Date	

Appendix 3

Emergency Procedures

Student	
Symptoms	
In the event of the above student displaying any symptoms of his/her medical difficulty, the following procedures should be followed.	
Procedure	1
	2
	3
	4
	5
	6
	Procedure includes calling parents and emergency services

Appendix 4

Record of administration of Medicines

Student		
DOB		
Medical condition		
Medication		
Parental consent received	Yes	No

Date	Dosage	Name of staff member	Signature

