

Scoil Naomh Bríd

Administration of Medicines Policy

A Whole School Approach



INTRODUCTION

An Administration of Medication policy has been in existence in the school since 2001. This policy was drafted through a collaborative process involving staff, parents and the Board of Management.

RATIONALE

The policy as outlined was put into 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 pupils with allergies in our school
- To outline procedures to deal with pupils with long-term health problems/lifetime conditions in our school
- Safeguard school staff that are willing to administer medication

AIMS OF THE POLICY

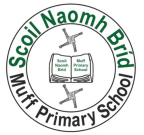
The aims and objectives of the policy can be summarised as follows:

- Minimise health risks to children and staff on the school premises
- Fulfil the duty of the Board of Management 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

- The BOM requests parent(s)/guardian(s) to ensure that teachers be made aware in writing of any medical conditions suffered by any child in the class using the relevant template in the appendix.
- When leaving the school premises for a trip or football match Teachers must take

No teacher is obliged to administer medicine or drugs to a pupil and any teacher willing to do so, in the case of long-term illness or emergency situations operates under the guidelines outlined below (**see long-term health problems/lifetime condition**).



IN GENERAL

1. Children must not bring medication to school.
2. The only exception to this rule is inhalers for asthma sufferers.
3. In the case of inhalers, parent(s)/guardian(s) must inform the class teacher, in writing, if a child is to have an inhaler at school. Also include a written description of when the child is to use their inhaler and in what quantities. However, the child must be capable of administering the inhaler themselves. All inhalers must be given to the teacher for safekeeping. They can be returned at the end of the day if necessary.
4. If your child requires any other medication, parent(s)/guardian(s) must bring it in and administer it themselves.
5. Teachers do not administer any medications or undertake to supervise the taking or administering of medications.

However, in the case of:

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 and would include measures such as self-administration, administration under parental/guardian supervision or administration by school staff.

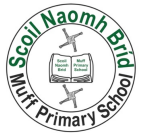
- The school generally advocates administration under parental/guardian supervision.
- In the case of self-administration of medicine, a small quantity of the prescription drug will be stored in the child's classroom in a secured area. Under no circumstances will medication be kept in a child's schoolbag.

If medication is to be administered by school staff then:

- Prescribed medicines will only be administered after the parent(s)/guardian(s) of the pupil concerned have written to the BOM requesting the Board to authorise a member of the teaching staff to do so. The Board will seek indemnity from parent(s)/guardian(s) in respect of any liability arising from the administration of medicines.
- Training in the correct procedure will be requested for 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 BOM. A letter of indemnity must be signed by the parent(s)/guardian(s) in respect of any liability that may arise regarding the administration of medication.



EMERGENCY SITUATIONS

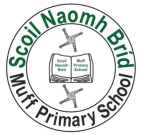
In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parent(s)/guardian(s) contacted. Parent(s)/guardian(s) of children who are sick or injured are informed immediately and asked to come and collect their children and bring them for necessary care. In the case where parents/guardians are not available, the child is made as comfortable as possible and is supervised. In a critical situation a doctor/ambulance will be called (see Critical Incident Policy) and if the parent(s)/guardian(s) cannot arrive quickly, a member of staff will accompany the child. Parent(s)/guardian(s) will be informed of this on the enrolment form.

GUIDELINES FOR THE ADMINISTRATION OF MEDICINES

1. The parent(s)/guardian(s) of the pupil with special medical need 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. Parent(s)/guardian(s) 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 administering it (Appendix 4).
5. Parent(s)/guardian(s) 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. Parent(s)/guardian(s) 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.

PARENT/GUARDIAN RESPONSIBILITY

- Parent(s)/guardian(s) are required to complete a health-related question on the enrolment form.
- Parent(s)/guardian(s) must inform the school in writing of any changes to medication or medical conditions or any new conditions that arise.



COMMUNICATION POLICY re MEDICATIONS AND MEDICAL CONDITIONS

- Once per term the management of pupils medications and medical conditions is discussed at a staff meeting.
- A list detailing class by class, any pupil medical conditions is displayed in each classroom and in the offices. It is updated annually.
- For pupils with serious medical conditions, an individual care plan including a photo of the child will be displayed in each classroom.
- A letter regarding the Administration of Medicines Policy will be sent to the parents annually. (Appendix 5)

RECORD KEEPING

- A copy of the information regarding medications and medical conditions sent in by parents should be stored in the child's section of the Continuum of Support folder.
- A list of staff who have received training in the administration of medication or management of conditions is maintained and displayed in each classroom.
- A folder is maintained on medications and medical conditions in the office containing all of this information, including any correspondence from parent(s)/guardians(s).

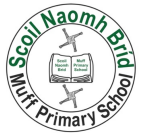
RATIFICATION

Policy adopted by the Board of Management on 06/04/2013.

Signed John Fanning
Chairperson, Board of Management

This policy was reviewed in:

2007/2008
2009/2010
2011/2012
December 2013
2015
September 2017
January 2018
June 2020



Appendix 1: Medication 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: _____

Child's Doctor: _____ Phone: _____

Medical Condition: _____

Prescription Details: _____

Storage Details: _____

Dosage Required: _____

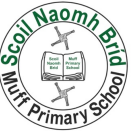
Is the child to be responsible for taking the prescription him/herself? _____

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 wellbeing 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.

Parent/Guardian Signature(s): _____

Date: _____



Appendix 2: Allergy Details

Type of Allergy: _____

Reaction Level: _____

Medication: _____

Storage Details: _____

Dosage Required: _____

Administration Procedure (When, why, how?)

Parent/Guardian Signature(s): _____

Date: _____



Appendix 3: Emergency Procedures

In the event of _____ (child's name) displaying any symptoms of his/her medical difficulty, the following procedures should be followed:

Symptoms: _____

Procedure: _____

To include: Dial 999 and call emergency services
Contact parents



Appendix 4: Record of Administration of Medicines

Child's Name: _____

Date of Birth: _____

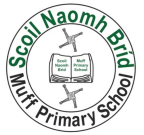
Medical Condition: _____

Dosage Administered: _____

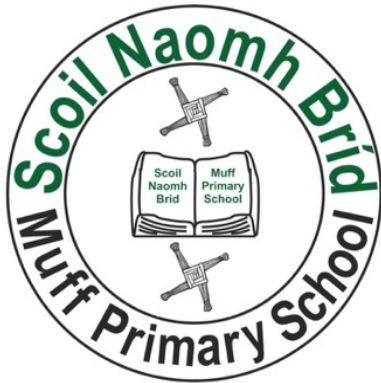
Administration Details (When, why, how):

Signed: _____

Date: _____



Appendix 5: Letter re Administration of Medicines Policy



**Scoil Naomh Bríd
Muff
Co. Donegal
0749384136**

25/09/2017

Re Administration of Medicines Policy

Dear Parents,

I would like to remind you of the most important points of the above policy.

1. Children must not bring medicines or tablets to school.
2. The only exception to this rule is inhalers for Asthma sufferers.
3. In the case of inhalers, parents must inform the class teacher, in writing, if a child is to have an inhaler at school. Also include a written description of when the child is to use their inhaler and in what quantities. However, the child must be capable of administering the inhaler themselves. All inhalers must be given to the teacher for safekeeping. They can be returned at the end of the day if necessary.
4. If your child requires any other medication, parents must bring it in and administer it themselves.
5. Teachers do not administer any medications or undertake to supervise the taking or administering of medications.

Yours Sincerely,

Teresa Ward
Principal