

Administration of Medicines Policy

Introduction

An Administration of Medication policy has been in existence in the school since _____. The policy was recently redrafted through a collaborative school process and was ratified by the Board of Management (BoM) on _____. The resource pack 'Managing Chronic Health Conditions at School' was consulted when formulating this document, a hard copy of which is located in the Health and safety policy folder.

The Aims and Objectives:

The policy as outlined was put in place to:

- Clarify areas of responsibility
- 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.
- Minimise health risks to children and staff on the school premise
- To indicate the limitations of any obligations school staff have in administering medicine.
- To outline the procedures to deal with a pupil with a nut allergy in our school (appendix 5)
- Safeguard school staff that are willing to administer medication.
- Protect against possible litigation
- Fulfil the duty of the BoM in relation to Health and Safety requirements

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.

While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities, this does not imply a duty upon teachers to personally undertake the administration of medication.

In-School Procedures:

1. Non-prescribed medicines will neither be stored nor administered to pupils in school.
2. Prescribed medication should be self-administered, if possible, under the supervision of a parent or an authorised staff member.
3. Staff will only administer prescribed medication when arrangements have been put in place as outlined below.
4. No staff member can be required to administer medication to a pupil.
5. In an emergency situation qualified medical assistance will be secured at the earliest opportunity and the parents contacted.
6. Prescribed medication is not stored in the school if at all possible. The child should bring the minimum necessary dose to school with them each day.
7. When emergency medication needs to be available in the school storage arrangements must be agreed in writing with the Board of Management.
8. Under no circumstances will any medication be administered to a child other than the child for whom it was prescribed.
9. Parents of children with chronic or life-threatening medical conditions will be asked to complete a detailed Healthcare and Emergency Plan. This plan will be shared with

any staff members that come into regular contact with the child. A copy of the Emergency Plan, with the child's photo attached, will be kept in the staff area.

10. This school ensures that all staff protect student confidentiality.
11. 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 their peers should not be in school. In general a child deemed fit enough to go to school is deemed fit enough to engage in all school activities. There is no extra facility in the school for supervision of children during lunch break.

Responsibilities of Parents

1. Parents are required to inform the school in writing of any medical condition suffered by their child. This information should be provided at enrolment into the school or at the development of any medical condition at a later date.
2. The parent/guardian should write to the Board of Management requesting the Board to authorise a staff member to administer the prescribed medication or to monitor self-medication. (Appendix 1)
3. Parents/Guardians are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult. This medication must be clearly labelled with the child's name, the name and dose of the medication and the frequency of the dose. Parents are responsible for ensuring that an adequate supply is available and that it is renewed prior to expiry date. The storage of medicines will be decided on a case-by-case basis
4. Parents are further required to indemnify the Board and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed

medication in school. The Board will inform the schools' insurers accordingly.(Appendix 1)

5. Changes in prescribed medication or dosage should be notified immediately to the school with clear written instruction of the procedure to be followed in storing and administering the new medication.
6. Requests for administration of medication should be renewed at the beginning of each school year.
7. Where children are suffering from a serious or chronic medical condition, parents should outline clearly in writing what should and should not be done in a particular emergency situation, with particular reference to what may be a particular risk to the child. They will be asked to complete a Healthcare and Emergency Plan to assist the school in caring for their child. Parents/ guardians are also asked to provide photos of their child. These are to be used to help all staff to easily identify children with special medical needs.
8. Parents/ guardians are required to provide a telephone number where they may be contacted in the event of an emergency arising.
9. When school outings take place it is the responsibility of the parents/guardians to ensure that suitable arrangements have been put in place for their child.

Responsibilities of the Board of Management

1. The Board of Management of Boher National School authorises all staff members to administer prescribed medicines where necessary and where expressly requested to do so by parents of children with serious health issues , providing a written request to do so has been received from the child's parents or guardians, and where the parents/guardians have signed the indemnity clause in the school's Administration of Medicines Policy, and where the staff members have received adequate training in the administration of the medicines. The Board of Management will facilitate such training as and when necessary.

2. The Board shall inform the school insurers accordingly.
3. Where necessary the Board shall make arrangements for the safe storage of medication.
4. The Board, through the Principal or Special Duties Teacher with responsibility for First Aid, will ensure that the photographs provided by parents/ guardians will be available to staff.
5. The Board shall support and implement the Healthcare and Emergency Plans agreed between the school and parents.

Responsibilities of Staff Members

1. 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.
2. No staff member can be required to administer medication to a pupil.
3. Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
4. Medication must not be administered without the specific authorisation of the Board of Management.
5. In administration of medication to pupils staff members will exercise the standard of care of a reasonable and prudent parent.
6. Staff will ensure that they have written instruction and/or training in the administration of the medication.
7. Staff will keep a written record of the date and time of any medication which they have administered or have supervised being self-administered. (See Appendix 4)
8. In emergency situations, staff should do no more than is obviously 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.

9. Each class teacher will ensure that the medical information sheets in his/her classroom contain up-to-date information. The medical information sheets will state clearly where any medication or additional information is stored.
10. Class teachers will maintain Healthcare Plans and Emergency plans in a clearly identified and accessible place. They will store any medicines or equipment in accordance with the agreed written plan.
11. The Principal or Deputy-Principal will ensure substitute staff is apprised of the students with Emergency Medical Profiles
12. Staff on yard duty will familiarise themselves with any Emergency Medical Profiles available in the staff area

Responsibilities of the Special Duties Teacher

1. On receipt of relevant information from the Board of Management the Special Duties Teacher will compile a central register of medical conditions in the school each year.
2. The Special Duties Teacher will maintain a school register of completed Healthcare Plans. Copies of the Plan will be given to (i) the class teacher (ii) any Learning Support/Resource teacher involved with the child (iii) the SNA who is on duty in the child's yard.
3. If an Emergency Profile is also needed (as in the case of Severe Asthma, Anaphylaxis, Diabetes or Epilepsy) then the single page Emergency Profile with the child's photo attached will be available in (i) the staff area (ii) the first aid policy folder (iii) the relevant child's classroom
4. The Special Duties Teacher will ensure that staff-members are made aware of the information relevant to the children in their care which is available in the "Managing Chronic Health Conditions at School Resource Pack for Teachers and Parents". (available with the health and safety policy folder)

5. The Special Duties Teacher with the approval of the Principal will arrange general first aid training once every two years for all staff members (school years that start with an even number) and yearly specialised training to staff members with direct contact with children with serious chronic conditions that may require the administration of emergency medicine.

Success Criteria

The effectiveness of this policy 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 administration of medicines remains with the parents/guardians

Ratification and Review

This policy was ratified by the BoM in _____. It will be reviewed in the event of incidents or on the enrolment of child/ren with significant medical conditions, but no later than _____.

Implementation

The policy has been implemented since_____.

Appendix 1

Medical 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: _____

Other Information:

Child's Doctor: _____ Phone: _____

Medical Condition(s):

Prescription Details:

Dosage Required:

Is the child responsible for taking the prescription?

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 well being of my/our child. 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 qualifications and we indemnify the BoM from any liability that may arise from administration of the medication.

Signed _____ Parent/Guardian

_____ Parent/Guardian

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 medical difficulty the following procedures should be followed.

Symptoms:

Procedure:

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

To include: Dial 999 and call emergency services

Contact Parents

Appendix 4

Record of Administration of Medicines

Pupil's Name: _____

Date of Birth: _____

Medical Condition: _____

Medication: _____

Dosage Administered: _____

Administration Details (When, Why, How)

Signed: _____

Date: _____

Appendix 5

Guidelines in place regarding pupils with nut allergies

1. There is a general 'no- nut' policy throughout the school parents and staff members are asked to refrain from packing lunches with foods that contain nuts of any kind
2. Teachers are to inform their children that exchange of food, sweets, lunches etc is not permitted.
3. An EpiPen is currently located in the refrigerator in the Junior and Senior Infant classroom.
4. Download the Jext app to follow the step by step guidelines for administering the EpiPen in an emergency.
5. If going off site EpiPens must be carried by a responsible adult (Teacher/SNA)

Guidelines for Emergency situations:

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.

First Aid Kits

A full medical kit is taken when children are engaged in out of school activities such as tours and sporting activities.

Each classroom has been provided with a first aid kit containing the following: anti-septic wipes, hypoallergenic plasters, bandage dressings, triangular sling, medical scissors, burn gel wipes, saline solution, adherent tape, and disposable gloves.

An insulated box and ice packs are located in Niamh Hogan's room and in the freezer in the staff kitchen respectively and are to be taken to all sporting activities.

Accompanying adults should carry any relevant medication for children suffering from particular medical conditions such as diabetes and allergies.