

Administration of Medicine

Introduction

An Administration of Medicine policy has been in existence in the school since 2004. The policy was recently redrafted through a collaborative school process.

Rationale

The policy as outlined was put in place to:

- Clarify areas of responsibility
- To inform all staff members, Parents/Guardians of the procedures in place in St. Senan's Primary School in relation to the administration of medicine
- 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

Relationship to School Ethos

The school promotes positive home-school communication, 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

Where a medical condition exists, parents are required to inform the school by completing the medical section of the enrolment form when enrolling their child in the school. Parents of existing pupils are required to inform the school as soon as a condition that may require medication is diagnosed by a medical professional. Parents will then be required to complete Appendix 1- Information regarding medical condition/allergy.

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.

- Prescribed medicines will only be administered after parents of the pupil concerned have written to the BoM requesting the Board to permit a member of staff who has agreed to do so. The board has the right to refuse this request. Where the request is granted the Board will seek indemnity from parents in respect of any liability arising from the administration of medicines or the attempted administration of medicines. (Appendix 2)

- Under no circumstances will non-prescribed medicines be either stored or administered in the school, except Aspirin. Aspirin is stored in the medicine cabinet for use in the event of a suspected heart attack in a person over 16 years of age.
- Self-administered medicines (e.g. inhalers) will not be stored on the school premises. The required quantity of emergency prescription medication will be stored in the Medicine Cabinet/Refrigerator in the Staffroom.
- If a child requires self-administering on a daily basis and parents have requested storage facilities, such requests may be reviewed on a case by case basis.
- 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.
- Parents are responsible for the provision of medication and notification of change of dosage and replenishment on expiry.
- Staff 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 Board of Management requires parents to ensure that teachers be made aware of any medical condition suffered by any child in their class. There is no obligation on the individual member of staff to undertake the administration of medicines unless they have agreed to do so.
- During the month of September, a review of medical conditions of pupils will occur.

Long Term Health Problems

Where there is a child/ren with a long-term illness that requires medication 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. A letter of indemnity must be signed by the parents/guardians in respect of any liability that may arise regarding the administration of medication or the attempted administration of said medication.

Life Threatening Condition

Where a child is suffering from a life-threatening condition, 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. If it is likely that a pupil may require emergency medication, the school will be notified by the parents and arrangements will have been 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 or the attempted administration of medication in such a situation.

Guidelines for the Administration of Medicines

1. The parents of the pupil with special medical needs must inform the Board of Management in writing of the condition and give all the necessary details. The request by the parents to the Board of Management to permit a teacher/SNA to administer medication must also

- contain written instruction of the procedure to be followed in administering the medication. (Appendix 1, 2, 3)
2. Parents 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. 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. 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 or attempted administration of said medication.
 8. All correspondence related to the above is kept in the school.

Medicines

1. Non-prescribed medicines will neither be stored nor administered to pupils in school.
2. Pupils are not permitted to bring non-prescribed medicines to school.
3. Aspirin is stored in the medicine cabinet for use in the event of a suspected heart attack in a person over 16 years of age.
4. Teachers/SNAs in the school will only administer prescribed medication when arrangements have been put in place as outlined above.
5. Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times, must be made with the Principal/The School's First Responders.
6. A teacher/SNA must not administer any medication without the specific authorisation of the Board of Management who have been indemnified by the parents concerned.
7. The prescribed medicine must be self-administered if possible, under the supervision of an authorised Teacher/SNA, if not the parent.
8. No teacher/SNA can be required to administer medicine to a pupil.
9. In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted.
10. Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

The following guidelines are in place with regard to pupils with an Allergy (Food, nuts etc.)

- Parents must inform the school of any known allergies. (Appendix 1)
- Parents will be required to give clear written instructions on procedures to be followed when a child presents with an allergic reaction and also to identify any possible preventative measures that the school could employ. (Appendix 3)
- If emergency medication has been prescribed, parents must request the Board to permit a member/s of staff to administer said medication. (Appendix 2)
- Strategies to deal with allergies will be decided on a case by case basis.
- There is a school ban on nuts and nut containing products - Pupils and staff are reminded of this at the beginning of every school year.
- If going off-site, medication if prescribed must be carried.

Emergencies:

In the event of an emergency, teachers should do what 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 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 correct treatment may be given by authorised 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 clear, 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. It is the responsibility of the parents to contact the school if changes occur. This is reviewed in September of each new school year.

First Aid Boxes:

A medical kit filled following guidelines from the HSA is taken when children are engaged in out of school activities such as tours, football/hurling games, swimming and athletic activities etc.

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 Deputy Principal is the Safety Officer and the maintenance and replenishment of First Aid Boxes is the responsibility of named members of middle management structure in the school.

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/staff

- Ensuring the primary responsibility for administration of medicines remains with parents/guardians

Ratification:

Ratified by Board of Management on 18/6/20

Signed: _____

Chairperson Board of Management, Scoil Sheanáin Naofa

Review:

This policy will be reviewed in the event of an incident or on the enrolment of child/children with significant medical conditions or as when it is deemed necessary by School Management.

Appendix 1

Information regarding Medical Condition/Allergy

Child's Name: _____

Address: _____

Date of Birth: _____

Class: _____ Class Teacher: _____

Does your child have any medical condition/allergy that St. Senan's Primary School should be aware of?

Yes No

If Yes, please complete the details below.

If you would like some help to fill out this form please contact the school.

Please name and describe the medical condition/allergy.

Medical Condition/Type of Allergy: _____

Date of diagnosis: _____

Doctor's name: _____ Contact Number: _____

What are the symptoms of the medical condition/allergy? What can happen to your child because of this condition/allergy, as explained by your doctor.

Has your doctor told you that this is a serious medical condition that may require medical or hospital attention?

Has your child ever required emergency or hospital attention for this condition/allergy in the past?

Yes No

If Yes, please explain what happened.

How does this condition/allergy affect your child? Please describe how your child looks/feels/acts when they become unwell.

What words do you and your child use to explain how they are feeling? (e.g. - I feel dizzy, my chest hurts, I need my puffer...etc,)

Does your child require medication on a regular basis for this medical condition/allergy?

Yes No

If Yes, please complete the following details.

Prescription name: _____

Dosage required: _____

Storage details: _____

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

Yes No

In the event of an emergency, does your child require emergency prescription medication?

Yes No

If Yes, please complete the following details.

Prescription name: _____

Dosage required: _____

Storage details: _____

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

Yes No

At St. Senans's Primary School, we do not administer prescribed medication unless a prior agreement has been made between parents and the Board of Management. If your child is required to use prescribed medication for a specified medical condition and/or in the event of a medical emergency during school hours it is imperative that you meet with the relevant staff (Principal, Class Teacher, First Aid Responders) to organise and complete the authorisation as soon as possible.

Signed: _____
Parent/Guardian

Date: _____

Contact No. _____

Signed: _____
Parent/Guardian

Date: _____

Contact No. _____

Appendix 2

Request from parents/guardians for authorisation by the Board of Management to permit a member/s of school staff to administer prescribed medication

Child's Name: _____

Address: _____

Date of Birth: _____

Class: _____ Class Teacher: _____

Dear Chairperson of the Board of Management, St. Senan's Primary School, Kilrush,

I/We the parent(s)/guardian(s) of _____, hereby request that where staff members of St. Senan's Primary School agree to be involved in the administering of medication and the Board of Management grant permission to said staff members to administer medication, the procedure to be followed is outlined below.

1. Name of Medication to be administered:

2. Method of administration (inject, inhale, oral etc.):

3. Dosage required at any one time:

4. Time of day medication is administered (time or before/after food etc.):

5. Frequency of administration (once a day, every 3 hours, as necessary etc.):

Please find attached more detailed instructions outlining procedures to be followed in an emergency situation (Appendix 3), including up to date telephone numbers for emergency contacts.

I/we understand that where daily prescription medication is required that it is our responsibility to ensure that the prescribed amounts are brought in daily.

I/we understand that where emergency prescription medication is required that it is my/our responsibility to ensure that it is clearly labelled, has the correct dose, is in date and is replenished before expiry date/as necessary.

I/we understand that it is my/our responsibility to inform the school in writing of any changes of medicine/dose.

I/we must inform the class teacher of the medical condition/allergy/medication at the beginning of each new school year.

I/we understand that no school personnel have any medical training but will endeavour to act in the manner of a responsible adult, exercising the standard of care of a prudent parent.

In consideration of the Board of Management entering into this agreement, I/we, the parent(s)/guardian(s), hereby agree to indemnify and keep indemnified the Board, its servants and agents including teachers, SNAs and any other members of staff who may administer the said medication from and against all claims both present and future arising from the administration or attempted administration of the said medication.

Signed: _____ Date: _____ Contact No. _____
Parent/Guardian

Signed: _____ Date: _____ Contact No. _____
Parent/Guardian

Permission granted	Yes	<input type="radio"/>	No	<input type="radio"/>
Named Staff Members who agree to administer medication:				
_____		_____		
_____		_____		
Signed: _____		Date: _____		
Chairperson of the Board of Management				

Appendix 3
Emergency Procedure

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: _____

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, call emergency services, contact parents, doctor etc.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Signed: _____ Date: _____ Contact No. _____

Parent/Guardian

Signed: _____ Date: _____ Contact No. _____

Parent/Guardian

Appendix 4
Record of Administration of Medication

Pupil's Name: _____

Date of Birth: _____

Medical Condition: _____

Medication: _____

Dose Administered: _____

Date and Time of Administration: _____

Administration Details (Why, How, By Whom..)

Completed by: _____

Date: _____