



# Administration of Medicines Policy

## **Introduction:**

An Administration of Medication policy has been in existence in the school since 2018. The policy was recently drafted through a collaborative school process and was ratified by the Board of Management (BoM) in 2018.

## **Rationale:**

The policy as outlined was put in place to:

- Promote attendance in school
- 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 a nut allergy in our school
- Safeguard school staff that are willing to administer medication
- Encourage inclusion for children with allergies
- 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 children 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.

- **Emergency** prescription 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 (see appendix 5).
- The school generally advocates the self administration (e.g. inhalers) of prescriptive emergency medicine under the supervision of a responsible adult, exercising the standard of

care of a prudent parent unless the child is too young to administer the medicine effectively independently. 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, ensuring the medication is in date 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 (Swimming, school tours etc.)
- The Board of Management requests parents to ensure that teachers be made aware in writing on an annual basis, of any medical condition suffered by any child in their class by the parents.
- This does not compel teachers to personally undertake the additional duty of administration of medicines or drugs. In a case where the class teacher does not consent to administering medicine, an alternative designated teacher or special needs assistant will be assigned the role should he/she consent. The class teacher will be informed who the designated person is.
- The school will display a one page instruction sheet with a photographic image of children who suffer from allergies or specific medical condition that may require intervention, in the staff room to raise staff awareness of children with allergies in the school. A standard template will be used (see appendix 1). The personal details of individual children's allergies/medical conditions will only be displayed during school hours.
- If in the event the class teacher is absent/on a course day/in service the substitute teacher or the teacher who is taking care of the child with special medical needs will be made aware of the medical needs and will also be told how to deal with an illness should one arise, where possible the children will be sent to the same class teacher in case of absences where the teacher is familiar with needs. Subject to parental consent, a copy of the standard template (appendix 1) re: medical allergies/administration of medicine will be placed in a visible location in the classroom accessible to any teaching personnel.
- Teachers will make every effort to encourage age appropriate awareness in class of best practice procedures for eating lunch safely so as to avoid cross contamination with foods.
  - Eating food sitting down in class.
  - Having clean hands before eating food.
  - Eating food supervised.
  - Discouraging sharing food with class members.

### **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.

### **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, 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 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. The BoM must inform the school's insurers accordingly.
8. 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 prescribed medicines in school.
9. All correspondence 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/Ancillary staff 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: These types of medicines will be stored in a medicine box located in the classroom, and, during break times, will accompany the child to the external door adjacent to the designated school yard and will be either placed in a medicine box or will be presented to the teacher on yard duty. Parents/Guardians of any child with an asthmatic condition who require the use of an inhaler will be asked to provide a second inhaler (one to be stored in a central location accessible to children during yard times).
- A teacher/SNA/Ancillary staff must not administer any medication without the specific authorisation of the Board of Management
- The prescribed medicine must be self-administered if possible, under the supervision of an authorised Teacher/SNA if not the parent
- No teacher/SNA 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. unless the bags are particular to the medication being administered. (Specialised bags to keep adrenaline pens etc)
- 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 a severe allergy:**

1. Assess the extent of the allergy.
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 substance they are allergic to:**

1. Assess the allergy.
2. Follow allergic reaction plan agreed with parents/guardian.

### **Indicators of shock include:**

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

## Emergencies:

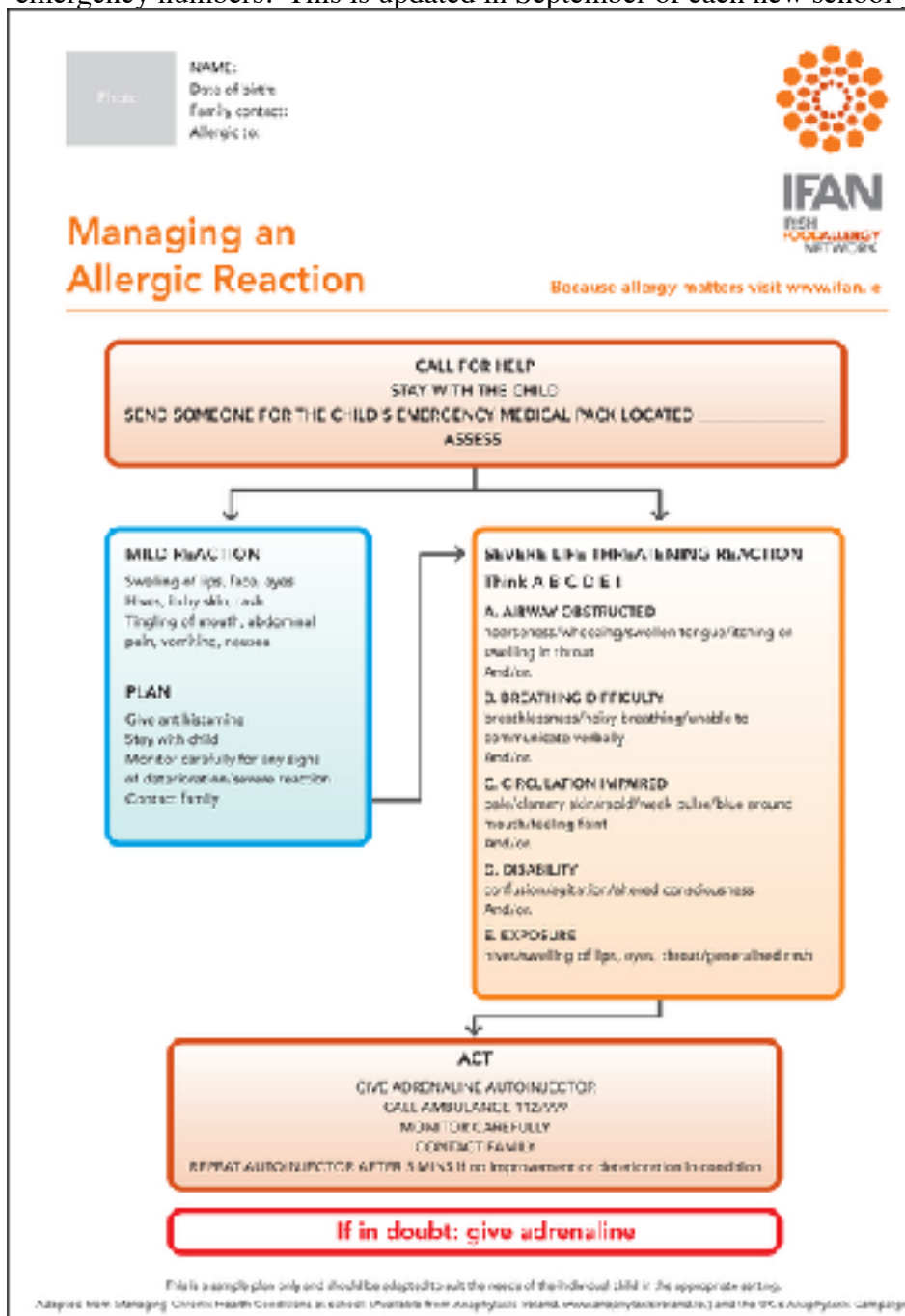
In the event of an emergency, teachers should do no more than is necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. An in-school system will be implemented, whereby, a student from a specific class can raise the alarm with a neighbouring classroom teacher through a visual aid in the form of a 'card'. All staff in the school will be aware of what this card represents and the required actions to take (see appendix 6). 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 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.

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 in a central location beside the sick bay containing anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, scissors etc.

**Training:**

The Board of Management will arrange first aid training for identified staff on an ongoing basis. The staff currently trained in Occupational First Aid are: Sinéad Ní Shaoraí, Edel Ní Nualláin, Sinéad Ní hUallacháin.

A demonstration of how to administer an adrenaline pen will be carried out annually at a staff meeting where teachers who will have contact with the children (be it on the yard, training after school or in class) will be made aware of the illness.

**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. The Assistant Principal is the Safety Officer and the maintenance and replenishment of First Aid Boxes is a post of responsibility within the 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
- Ensuring the primary responsibility for administering remains with parents/guardians

**Ratification and Review:**

This policy was ratified by the BoM in 2018. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than 2021.

**Implementation:**

The policy has been implemented since 2018.

## 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: \_\_\_\_\_

Child's Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Class Teacher: \_\_\_\_\_

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 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 \_\_\_\_\_ 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/her medical difficulty, the following procedures should be followed:

Symptoms: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Procedure:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

***To include: Dial 999 or 112 and call emergency services.  
Contact Parents***

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix 4**

**Record of administration of Medicines**



Pupil's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Medical Condition: \_\_\_\_\_

Medication: \_\_\_\_\_

Administration Details:

Date	Time	Dosage	How? oral etc..

**Person 1:**  
Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Person 2:**  
Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 5

### ADMINISTRATION OF MEDICINES IN SCHOOLS INDEMNITY



THIS INDEMNITY made on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ BETWEEN  
\_\_\_\_\_ of  
\_\_\_\_\_

(hereinafter called 'the parents') of the One Part AND

for and on behalf of the Board of Management of Gaelscoil Naomh Padraig situated at Br. An Chaisleáin, Leamhcán, in the County of Baile Átha Cliath (hereinafter called 'the Board') of the Other Part.

WHEREAS:

1. The parents are respectively the lawful father and mother of \_\_\_\_\_ of the above school.
2. The pupil suffers on an ongoing basis from the condition known as \_\_\_\_\_
3. The pupil may, while attending the said school, require, in emergency circumstances, the administration of medication, viz. \_\_\_\_\_
4. The parents have agreed that the said medication may, in emergency circumstances, be administered by the said pupil's classroom teacher and/or such other member of staff of the said school as may be designated from time to time by the Board.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

- a) In consideration of the Board entering into the within Agreement, the parents, as the lawful father and mother respectively of the said pupil HEREBY AGREE to indemnify and keep indemnified the board, its servants and agents including without prejudice to the generality the said pupil's class teacher and/or the Principal of the said school from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.

IN WITNESS whereof the parties hereto have hereunto set their hands and affixed their seals the day and year first herein WRITTEN.

SIGNED AND SEALED by the parents in the presence of: \_\_\_\_\_  
\_\_\_\_\_

SIGNED AND SEALED by the said in the presence of: \_\_\_\_\_

Appendix 6:

Emergency Cards: Sample Template

