



Holy Family School

Administration of Medication policy

Introduction

An Administration of Medication policy The policy as outlined was put in 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 a pupil with a nut allergy in our school
- Safeguard school staff that are willing to administer medication.

The Board of Management requests parents to ensure that staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date.

Medication in this policy refers to medicines which are taken orally, creams or sprays which are applied on the skin or are used orally and medication which is taken intravenously.

All medication, whether prescribed or over the counter, must be written up for by the child's GP on the school's prescription form. The prescription has to be renewed every 12 months.

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.

Policy Content

1. Procedure to be followed by parents who require the administration of medication for their children.

- Parents are required to provide a school drug prescription form signed by the GP for any medication which might need to be given to a child. (Appendix 1)
- Parents are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult and for ensuring that an adequate supply is available.

- Medication must be in its original packaging, with pharmacy label intact.
- Parents must provide written permission for the administration of the medication in school.
- Parents are further required to indemnify the Board and authorise members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board will inform the school's insurers accordingly.
- Changes in prescribed medication (or dosage) should be notified immediately to the school accompanied by an up to date prescription form.
- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what should be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.

If the child needs an antibiotic or requires an 'over the counter' medication during the school day, parents are asked to do the following:

- If a child is on an antibiotic and needs to get it during the day at school it cannot be administered unless it is signed off by the GP and is administered by a nurse.
- Medication being sent into school on a daily basis must be given to the Nurses to administer. Medication is stored in a locked press until required . This is for the safety of the medication itself and the risk it may pose if other children come in contact with it.
- Ask the bus escort or relevant staff to pass the medication to the teacher in the morning and to bring it back in the afternoon.
- Inform the teacher about the medication in the daily emails or by phone.

2. Procedures to be followed by the Board of Management

- The Board, having considered the matter, may authorise a trained staff member to administer medication to a pupil or to monitor the self-administration by a pupil.
- The Board will ensure that the authorised person is properly instructed in how to administer the medicine.
- The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine.
- The Board shall inform the school insurers accordingly.
- The Board shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.

3. Responsibilities of Staff Members

- No staff member can be required to administer medication to a pupil.
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
- Medication must not be administered without the specific authorisation of the Board of Management.
- The date and time of administration of the medication will be recorded by the person who administered it. (Appendix 2)

- If a child requires Paracetamol or Ibuprofen during the school day the staff will ring the parents to check if the child has already been given some before coming to school.
- 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.
- Parents should be contacted should any questions or emergencies arise.
- In the case of pupils who have epilepsy and need PRN medication immediately, the medication is carried by the class teacher when the child is out and about on class activities, Nurses also store an extra supply of PRN medication in their office.
- Bus escorts are trained on the administration of medication, so if a child takes a seizure and needs medication, they can take care of the situation.
- Buccal midazolam is given according to the individual seizure protocol and prescription set by the specialist. Responsibility for this method of treatment is taken by the prescribing doctor. Staff will follow the individual's seizure action plan to administer rescue medication. Pupil medication will remain under supervision of the Bus Escort on the journey to/from school. Upon arrival in school the medication will be stored in the class medication press. Key staff will assume responsibility for each pupil's PRN medication when outside of the class environment and for the transfer of medication to the charge of the bus escort at the end of the school day.

Responsibility for the Board of Management:

- Ensure that there is a care plan in place for pupils requiring medication
- Develop the school guidelines for allergy management during school days and school outings.
- Provide Training is provided in the administration of emergency rescue medication is provided to all staff.
- Ensure that the whole school is aware of and recognise students with life threatening allergies and are familiar with emergency procedures.

Responsibility for the staff:

- Participate in the training provided.
- Ensure that no other pupil has food in their lunchboxes that will trigger an attack.
- Ensure the medication is available immediately and is kept in the vicinity of the child.
- Ensure that the medication and parental contacts are taken on every school outing.
- Ensure that there is a care plan in the classroom for easy access.

Ratified by the Board of Management on 30/5/2023 (date)

Signed:



 Chairperson, Board of Management

Appendix 1: Drug Administration Record

Appendix 2: Drug Prescription

HJ

DRUG ADMINISTRATION RECORD REGULAR PRESCRIPTION



Holy Family School

USUG REFUSED enter reference number / letter and center eg 2 or A RESIDENT / SERVICE USER ABSENT enter reference number / letter and draw a Diagonal line through it eg B or M

DATE 9 10 11 12 13 14 15 COMMENTS

Sig.	Sig.	Sig.	Sig.	Sig.	Sig.	Sig.	Sig.
Sig.	Sig.	Sig.	Sig.	Sig.	Sig.	Sig.	Sig.
Sig.	Sig.	Sig.	Sig.	Sig.	Sig.	Sig.	Sig.
Sig.	Sig.	Sig.	Sig.	Sig.	Sig.	Sig.	Sig.
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Name

Doctor

Consultant

Medical Card No.

HJ



Holy Family School

DRUG ADMINISTRATION RECORD REGULAR PRESCRIPTION

DATE 9 10 11 12 13 14 15 COMMENTS

Table with columns for dates 9-15 and rows for medication administration. Each cell contains 'SIG' (Signum) indicating dosing instructions.

Name: Doctor: Consultant: Medical Card No:



1000
1000
1000

DRUG PRESCRIPTION



Holy Family School

DRUG SENSITIVITY / ALLERGY	NAME	ADDRESS	M/F	D.O.B.
NKDA				

REGULAR PRESCRIPTIONS

Code	Date Prescribed	Approved Name of Drug (Block Letters)	Dose	Route	Special Instructions / Directions	Times of Administration					Signature of Prescriber	Cancelled		
						9	10	11	12	13		14	15	Date
A														
B														
C														
D														

"AS REQUIRED" AND "VARIABLE DOSE" PRESCRIPTIONS

	DATE	Approved Name of Drug (Block Letters)	Dose	Route	Indication	Maximum Administration Times	Frequency	or	Signature of Prescriber	of
1										
2										
3										
4										
5										
6										

ONCE ONLY PRESCRIPTIONS AND PREMEDICATIONS

	DATE	Approved Name of Drug (Block Letters)	Dose	Time of Admin.	Route	Special Instructions	Signature

NAME: _____ DOCTOR: _____

