



Cappataggle National School

Administration of Medicines Policy

Introduction:

The Administration of Medicines Policy was recently redrafted through a collaborative school process and was ratified by the Board of Management on 27/02/2020.

Rationale:

The policy as outlined was put in place to:

- Clarify areas of responsibility
- To give clear guidance about situations where it is/is not appropriate to administer medicines
- Safeguard school staff when administering medicines
- Outline procedures when administering of medicines

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 summarized as follows:

- Minimise health risks to children and the staff on the school premises
- Fulfill 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 instances where regularized administration has been agreed with parents/guardians

In-School Procedures

Parents are required to complete a *Medical Condition and Administration of Medicines* form in consultation with their child's teacher in order for a staff member to administer medicines for long-term medical conditions eg. Asthma, epilepsy etc. The Board of Management will be advised of any of the above completed forms in order to authorise staff members to administer medicine. They request parents ensure teachers are made aware of any medical condition suffered by their child.

Parents/guardians must outline in writing what should be done in an emergency, with particular reference for what may be a risk to a child, if they suffer from a life-threatening condition.

- Non-prescribed medicines and short-term medicines will not be administered or stored in school
- If possible children will self-administer (eg. inhalers) under the supervision of two adults
- All prescribed medicines will be kept in the child's classroom (spare medicines stored in the school office). These should be taken on out of school trips by the class teacher.
- Parents are responsible for the provision of medication and notification of change of doses
- Teachers have a professional duty to safeguard the health and safety of pupils, both when they are engaged in authorised school activities elsewhere
- This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs
- The BoM will seek indemnity from parents within the Medical Condition and Administration of Medicines form.

Guidelines for the Administration of Medicines

1. The parents of the pupil with medical needs must inform the Board of Management of the child's condition through the Medical Condition and Administration of Medicines form. This will contain written instruction of procedures for administering the medicine
2. This form includes a request to the BoM to authorise the administration of medication in school and to indemnify the school
3. When authorised the medicines must be brought to school by the parent/guardian and replenished when necessary
4. Medication must have exact details of how it is to be administered and self-administered if appropriate
5. A written record of the date and time of administration must be kept by the person observing the administration. Two people to be present
6. All correspondence related to the above is to be kept in school
7. Only prescribed, long-term medicines will be stored and administered at school
8. The Medical Condition and Administration of Medicines form must be completed in order to do so
9. No Teacher/S.N.A. can be required to administer medicines/drugs to a pupil
10. In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and parents contacted.

Emergencies

In the event of an emergency qualified medical assistance should be secured at the earliest opportunity. Teachers should do what is appropriate and necessary to relieve distress and prevent further harm.

Where circumstances warrant immediate medical attention the most appropriate staff member available will accompany the child to Accident and Emergency.

All Emergency details are included within the Medical Condition and Administration of Medicines form. The school maintains an up to date register of contact details of all parents/guardians including emergency numbers. This is updated in September each year.

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.

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 medicines remains with parents/guardians

This policy will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions or during Spring 2022

Signed by: Michael Hannon
Chairperson Board of Management

Date: 05/03/2020

Shane Dervan
Principal

Date: 05/03/2020