

# **Scoil Naomh Iósaf, Rath Caola**

## **Administration of Medication Policy**

**Roll No.:18653V**

## **Introductory and Rationale Statement for the Administration of Medication Policy**

### **Introduction:**

Your child's health and safety is of prime concern to us and it is essential that parents and teachers work together for the good of the child in this regard. An Administration of Medication policy has been in existence in the school since October 2012 and it was redrafted in Feb 2014. The policy was recently reviewed and will be presented to the Board of Management for ratification in February 2024.

### **Rationale:**

The policy as outlined was put in place to;

- a. Safeguard school staff that are willing to administer medication
- b. Ensure the strictest guidelines and controls are in place and that clear instructions are available to staff
- c. Ensure maximum health and safety procedures are in place for children.
- d. Set up clear procedures for dealing with an increased array of medical conditions in pupils attending St Joseph's Boys' National School.
- e. Make parents and staff aware of their obligations and roles regarding the administration of medicine to children in their care.
- f. Ensure that the role of the Board of Management in the responsibility for administration of medicines in St Joseph's B.N.S. is clear and that it is protected 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.
- 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 in instances where regularised administration has been agreed with parents/guardians.

**Medical Information/In-School Procedures:**

It is important that the school is aware of any medical condition that may affect your child during the school day. Parents are required to supply Health/Medication information in writing when enrolling their child/ren in the school. This may include information on allergies, eyesight etc. Please write the necessary information in the relevant space in the School's Registration Form and please notify if this information changes. If there is no such condition, please write 'NONE'.

The Board of management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by children in their class. This is noted in the child's pupil profile which is kept on the school's electronic database (Aladdin).

Non- prescription medicines will neither be stored nor administered to pupils in school.

Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the Board of Management.

**Storage of Medicines**

Certain medicines, such as inhalers used by asthmatic children, EPI pens and insulin kits must be readily accessible at all times of the school day. Ana pens and inhalers are kept in a clear box labelled emergency medical box in the main office. In some circumstances, when directed by a parent it is appropriate for a child to keep their own e.g. inhalers and insulin kits etc closer to them with SNA. In such cases these medicines are held by the class teacher in a secure place in the child's classroom.

Children are not permitted to keep medication in their own possession. Parents/ guardians may think it appropriate on certain occasions for older children to bring medicine to school (Class teacher must be informed in writing if your child is carrying medicine of any sort including antihistamines, cough sweets, cold sore creams, Calpol and other pharmaceuticals). These medicines should be handed up to the class teacher. In the event of a child with diabetes attending the school, a glycogen syringe (diabetes) will be kept in the staff fridge for emergency use.

It is the Parents' responsibility to ensure that medicines are in date and available.

Should your child have a medical issue, it is the Parents' responsibility to hand an emergency kit (with emergency phone numbers etc) to the class teacher for trips away from the school campus e.g. school matches, swimming, tours etc. Should the parents forget to do this, they will be expected to make arrangements to get the kit to the teacher as soon as possible.

**Administration of Medicine**

The Board of Management requires that parents inform their child's teacher in writing of any medical condition their child may have. It is the parent's/ guardian's responsibility to notify subsequent teachers.

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 medicines.

No teacher/SNA can be obliged to administer medicine or drugs to a pupil. However if a staff member has completed certified training paid for by the Board of Management in the administration of named medicines. It will be accepted that they will administer the medication. All staff will be made aware of this before training commences.

Where possible, the family doctor should arrange for the administration of prescribed medicines outside of school hours.

Where permission has been given by the Board of Management for the administration of medicine the smallest possible dose should be brought to school, with clear written instructions for administration, giving the name of the pupil.

Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in both storing and administering the new medication (except in the case of insulin as it changes on a daily basis).

The medicine should be self-administered if possible, under the supervision of an authorised adult except in the case of a diabetic where privacy is essential. In general circumstances, the SNA/ Principal/ class teacher /school secretary will supervise the administration of medicines such as inhalers.

A written record of the date and time of administration must be kept of all medicine taken under supervision. This will be kept in each child's individual kit in the medical box.

A teacher / SNA should not administer medication without the specific authorisation of the Board.

No teacher/ SNA can be obliged to administer medicine or drugs 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.

In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.

Every effort will be made to respect the privacy and confidentiality of all children with a medical condition.

Parents of a pupil requiring regular medication during school hours should write to the Board to authorise a member of staff to administer the medication in school.

Written details are required from the parent/guardian to the Board of Management giving the name of the child, name and dose of medication; the circumstances in which medication is to be administered; name of doctor to be contacted in emergency; consent for it to be given; when the parent is to be notified and where s/he can be contacted; parent/guardian's signature. (Appendix 2 & 3)

Parents are obliged to keep medicines in date and to supply replacements when out of date. Out of date medicine is returned to the parents by the school secretary.

New parents are obliged to inform the school of any medical conditions on the enrolment registration form. The school secretary will provide these parents with the policy and relevant paperwork to be completed by parents.

Children are not permitted to keep medication in their own possession. Parents/Guardians may think it appropriate on certain occasions for older children to bring medicines into school (e.g. Paracetamol, cough sweets, cold sore creams and other pharmaceuticals). The class teacher must be informed in writing if your child is carrying medicine of any sort.

The Principal, relevant postholder, SNA and school secretary will compile a folder documenting children who require medicine. The folder will contain photographs, letters of request, letters from doctors and any other pertinent information. This folder will be kept in a safe place in the principal's office.

The Principal, postholder and secretary will make all class teachers aware of children in each class who require medication. This information will be attached to the Information pack given to each substitute teacher in the event of a teacher's absence.

### **First Aid**

From time to time minor incidents such as cuts and abrasions etc. will occur. The staff at the school will deal with these by washing the cut with water and if necessary applying a plaster. Parents are expected to check under the plaster when the child returns home from school.

In the case of a child becoming ill at school, parents/ guardians will be contacted. You will be notified if your child has any fall involving a bang on the head. Please make sure you have filled out and sent an Emergency Contact Information Form to the school. Please ensure that you have given the school up-to-date mobile numbers in order for our text-a-parent system to work efficiently.

### **Infection in School**

Infections in school children are common. However, not all infectious diseases are contagious. In the case of contagious diseases (chicken pox, infective hepatitis, measles, mumps, rubella (German measles), scarlet fever, glandular fever, slapped cheek disease, whooping cough, impetigo (school sores), ringworm (tinea), head-lice, scabies), all parents/ guardians will be informed by letter.

If you discover that your child has an infectious disease please inform the school immediately, especially in the case of an illness which may affect other children.

Please keep your child away from school until he is clear of infection and check with your GP when your child is fit to return to school.

Head-lice infection is a regular problem in the classroom. Please keep your child at home until he has been properly treated.

### **Emergencies**

In emergency situations qualified medical assistance will be secured at the earliest opportunity. Teachers should do no more than is necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm.

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.

Where children are suffering from life threatening conditions, parents should outline clearly in writing what can and can't be done in a particular emergency situation, with particular reference to what may be a risk to the child.

A protocol will be drawn up by the school to deal with emergencies in order to make everyone aware of their roles and responsibilities.

By completing and signing the Healthcare Plan (Appendix 2) ,parents indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board of Management will inform the school's insurers accordingly.

### **Reporting Accidents in the School**

Minor cuts and abrasions will be treated as outlined under 'First Aid'. It is expected that parents check plasters that the child may be wearing on return home from school.

General incidents will be reported to the class teacher.

An accident report form will be completed and kept on file on Aladdin under the child's profile and accident log.

Where a child receives a blow to the head, parents will be notified immediately.

### **Training**

It is the responsibility of the Parents to arrange a time to speak to staff as a collective and to demonstrate the use of some medicines e.g. EPI pens.

It is the responsibility of Parents to provide information to the school regarding their child's condition.

It is the Principal's responsibility to ensure that all staff are familiar with children with medical conditions and requiring medicine.

### **Parents should ensure that these procedures are clearly understood before submitting any request to the Board of Management**

Accompanying this policy are the following;

Appendix 1: Administration of Medicines: Letter to Parents

Appendix 2: Health Care Plan

Appendix 3: Request Form to BoM

Appendix 4: Medication Chart Record

***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.

***Ratification:***

Ratified by the Board of Management of St Joseph's Boys' National School on 19<sup>th</sup> February 2024

Signed: Wattie Haran

Chairperson of the Board of Management

Date 19th February 2024

Signed copy available in the office.

**Administration of Medication Policy**

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**Apendix 1 Administration of Medication to Students.**

**Request to Board of Management of St. Joseph’s B.N.S**

1. I /We, the parents/guardians of .....  
ask the Board of Management of St. Joseph’s B.N.S. to allow a member of staff to give medication to my child  
Name:.....
  
2. I enclose a letter from Dr.....  
Stating:
  - (a) Why the medication is needed
  - (b) Name of medication
  - (c) Time the medication should be administered
  - (d) Dosage to be administered
  
3. Should there be any change in medication, I / we will write to the Board of Management before this change takes place to notify them of same.
  
4. I / We understand that the school’s insurers will be notified of this arrangement
  
5. I /We indemnify the Board of Management in respect of any liability that may arise regarding the administration of the medication.

Signed:.....

Signed: .....

Parent/Guardian.

Parent / Guardian.

Date:.....

Date:.....

**Appendix 2**

**Administration of Medication Policy**

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**Administration of Medication to Students**

Dear Doctor,

The Board of Management of St. Joseph's B.N.S requests the information required below be provided relating to medication which is administered to students during school hours.

The parents/ guardians of .....have been asked to return the information to the school and advise of any changes to this regime in the future.

If you have any queries or concerns in relation to this matter, please do not hesitate to contact the school. Many thanks for your co-operation in this matter.

Yours Sincerely,

*Hilary Pratt*

Hilary Pratt.

Principal.

**Appendix 3**

**Administration of Medication Policy**

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Name of Student:

.....

Name of Medication:

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Why is this medication required:

.....

Time medication should be administered:

.....

Dosage to be administered:

.....

Additional information (e.g. to be taken after meals, etc)

.....

.....

Signed: .....

Date.....

