

Scoil Mhuire, Moylagh
ADMINISTRATION OF MEDICINES POLICY

Introduction:

An Administration of Medication policy has been in existence in the school since 2007. The policy was recently redrafted through a collaborative school process and was ratified by the Board of Management (BoM) in 2021.

Rationale:

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
- 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
- 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

In -School Procedures:

Parents are required to complete a Health/Medication form when enrolling their child/ren 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.

- Prescribed medicines will only be administered after parents of the pupil concerned have completed the Indemnity Form for the B.o.M. 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 or failure to administer the said medicines.
- 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. No non-prescribed medicines are stored on the school premises. A small quantity of prescription drugs will

be stored in the Staffroom if a child requires self-administering on a daily basis and parents have requested storage facilities. Parents are responsible for the provision of medication 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
- The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any child in their class
- This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.

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. 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
8. 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 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, must be made with the Principal
- A teacher/SNA 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. However children who need an inhaler may be allowed to bring it in school bag with parent's permission on P.E. days.
- 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 Asthma

1. The school generally advocates the self administration of medicine (e.g. inhalers) under the supervision of a responsible adult, exercising the standard of care of a prudent parent. No non-prescribed medicines are stored on the school premises.
2. Children will self administer under the supervision of a member of staff.
3. Parents are responsible for the provision of medication.
4. If parents wish, inhalers may be stored during the day in the teachers press.
5. A number of inhalers may be in safekeeping in the teacher's press. Therefore, inhalers must be clearly labelled and easily identifiable as belonging to the individual child.
6. It is the responsibility of the parent to ensure the inhaler is taken into school each morning and taken home each day.

The following guidelines are in place with regard to pupils with a Nut Allergy

1. The school shall inform parents in that class about the nut allergy and request them to make lunches accordingly.
2. Staff dealing with the pupil do not eat nuts or any item with nut trace.
3. Advise children not to offer or exchange foods, lunches etc.

4. If going off-site, medication must be carried.

NB: In the event the pupil comes in contact with nuts / nuts containing nut traces

1. *It is important that the pupil be kept calm to allow him to breathe calmly as he will experience discomfort and sensation of his/her throat swelling. If possible (s)he needs to drink as much water as possible. These steps should allow him/her to recover fully.*
2. *Only in the event of anaphylactic shock should the pen be administered. The EpiPen is stored in the child's classroom. Immediately after Pen has been administered, an ambulance must be called and parents/guardians notified.*

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. Qualified medical treatment should be secured in emergencies at the earliest opportunity.

Where no qualified medical treatment is available, (eg ambulance / doctor), 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 are epileptics, diabetics 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:

Staff will engage in training every two years. Latest training September 2021, via Zoom.

A full medical kit is taken when children are engaged in out of school activities such as tours, football / hurling and athletic games.

A first aid box is kept in the staffroom, containing antiseptic wipes, antiseptic bandages, steri-strips, cotton wool, scissors etc.

Principal / Deputy Principal take responsibility for checking supplies and ensuring replacement as necessary.

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 Deputy Principal is charged with the maintenance and replenishment of First Aid Boxes as part of her post 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.

Implementation: The policy has been implemented since 2007.

Signed: Marion Flood
Marion Flood
Chairperson, Board of Management

Signed: Miriam McCabe
Miriam McCabe
Principal/Secretary to Board of Management

Date: 23/11/21

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: _____

Medical Condition:

Prescription Details:

Storage details:

Dosage required:

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

What Action is required:

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 and call emergency services.
Contact Parents**

Appendix 4
Record for administration of Medicines

Pupil's Name: _____

Date of Birth: _____

Medical Condition:

Medication:

Dosage Administered:

Administration Details (When, Why, How)

Signed: _____ (Parent)

Date: _____

To be completed on administration of medicine:

Date & Time	Details of administration e.g. dosage	Administered by:	Witnessed by:

Appendix 5

(based on pg. 304-305 of CPSMA Board of Management Handbook)

ADMINISTRATION OF MEDICINES IN SCHOOL INDEMNITY

THIS INDEMNITY made on the ____ day of 20____ BETWEEN _____
_____(lawful Parent/Guardian of _____)
{herein after called 'the parents/guardians'} of the One Part AND _____
_____ for and behalf of the Board of Management of Scoil Mhuire,
Moylagh in the County of Meath {herein after called 'the Board'} of the Other Part.

WHEREAS:

1. The parents/guardians are respectively the lawful father and mother of _____, a pupil 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 members 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 here to follow:

a. In consideration of the Board entering into the within Agreement, the parents/guardians, as the lawful father, mother or legal guardian 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 parent(s)/guardian(s) in the presence of:

SIGNED AND SEALED by the said in the presence of:

Please note;

Parents are responsible for the following;

- provision of medication to the school
- replenish medication when necessary
- notify the school of change of dosage

