

Scoil Bhríde, Ráth Chormaic

Administration of Medicines Policy (reviewed February 2023)

Introduction:

An Administration of Medication policy has been in existence in the school since 2007. The policy was reviewed and redrafted through a collaborative school process in November 2018. The purpose of this current review is to update the policy.

Rationale:

The policy as outlined was put in place to:

- clarify areas of responsibility
- give clear guidance about situations where it is not appropriate to administer medicines
- indicate the limitations to any requirements which may be notified to teachers and school staff
- outline procedures to deal with a pupil with a nut allergy in our school
- outline procedures in relation to pupils with long term health problems or other specific medical conditions in our school
- generate awareness amongst school staff of the guidelines on ‘Managing Chronic Health Conditions at 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
- 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 inform the school of any medical/health issue when enrolling their child/ren in the school. Questions about health/medical conditions are included in the enrolment form. Parents are also requested to inform the Principal of any changes to the child's health while they are 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 to pupils who have long term health problems or a life-threatening condition and who require medication during the school day. Parents of these pupils write to the BoM requesting the Board to authorise a member of the school staff to do so.
- The Board will seek indemnity from parents in respect of any liability arising from the administration of medicines.
- Non-prescribed medicines will not be stored or administered in the school.
- A small quantity of prescription drugs will be stored in a medicine cupboard in the staffroom or in a specified classroom for the emergency treatment of pupils with a specific health condition or for pupils who need daily medication and parents have requested storage facilities. In some situations, medication may be stored in a locked drawer/press in the classroom when immediate access is required at all times. Parents are responsible for the provision of medication, written instructions regarding dosage and administration and notification of any change of dosage.
- A copy of the Healthcare plan for a pupil with long-term health condition requiring regular or emergency medication will also be kept with the medicine in the medicine cupboard/drawer therefore easily accessible if needed.
- 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.
- School guidelines and information will also be made available to teachers of pupils with diabetes, epilepsy, asthma, or other specific medical conditions in our school. Teachers of pupils with these medical needs will be made aware of the healthcare plan for these pupils if

needed. Guidelines on what to do in emergency situations for medical conditions will also be on display in the school staff room for all school staff.

- All school staff are informed and reminded about ‘Managing Chronic Health Conditions in Schools’ Guidelines. This booklet contains information and guidelines on the four areas of asthma, epilepsy, diabetes and anaphylaxis. The booklet is available to all staff in the school in the “Shared Resource Folder” on the school drive. Posters with guidelines on what to do in emergency situations in relation to these specific areas are on display in the staff room.
- 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.
- The Board of Management and staff will not accept responsibility for the administration of medication to children with short-term medical conditions. Short-term : where the child is deemed healthy enough to attend school, but is in need of some medication (e.g antibiotics). Where possible, parents/guardians should arrange for the administration of prescribed medicines outside of school hours. Parents may come into the school at pre-arranged times, to administer it. The school would not be responsible for the storage of the medication in these cases.
- 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 and parents/guardians are advised to inform the school secretary/principal of any changes to contact details during the school year.

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.

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 and requesting the Board of Management to authorise the administration of the medication in school. The request must also contain written instruction of the procedure to be followed in administering the medication. (Appendix 1, 2 or 3)

2. 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.
3. A written record of the date and time of administration must be kept by the person administering it (Appendix 4).
4. Parents/Guardians are responsible for ensuring that medication is supplied to the school and replenished when necessary.
5. Emergency medication must have exact details of how it is to be administered.
6. A letter of indemnity must be signed by the parents in respect of any liability that may arise regarding the administration of prescribed medication.
7. Teachers/SNAs in the school will only administer prescribed medication when arrangements have been put in place. In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.

Life Threatening Condition

1. Parents /guardians of child/children suffering from life threatening conditions, 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).
2. If emergency medication is necessary, the parents of the pupil must inform the Board of Management in writing of the condition, giving all the necessary details of the condition and requesting the Board of Management to authorise the administration of the emergency medication in school. The request must also contain written instruction of the procedure to be followed in administering the medication. (Appendix 1, 2 or 3)
3. A letter of indemnity must be signed by the parents/guardians in respect of any liability that may arise regarding the administration of medication.
4. In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted.
5. The BoM will inform the school's insurers accordingly.

Asthma

- 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.

- Pupils who suffer from asthma should have their inhaler with them, or close at hand at all times. The pupil should know how to use their inhaler properly and have their technique regularly checked by their healthcare professional and parents / guardians.
- If after discussion between parents / doctor or nurse, it is believed that a pupil is too young to carry their own inhaler, it should be kept close at hand in an easily accessible place and the teacher should know when to offer it to the student and how to help the student to take the inhaler.
- All inhalers should be clearly labelled with the child's name and dosage instructions.

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

1. Staff, parents and pupils are regularly reminded that Scoil Bhríde is a “nut free” school and nuts should not be brought into the school.
2. Children are regularly reminded not to offer or exchange foods, sweets, lunches etc.
3. If going off-site, medication must be carried.
4. Only in the event of anaphylactic shock should the pen be administered. Pen is stored in a medicine press in the staffroom. Before or immediately after Pen has been administered, an ambulance must be called. Guidelines for the administration of Pen are outlined on the staff board in the staff room.
5. 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, and circumstances warrant immediate medical attention, designated staff members may take a child into Accident and Emergency without delay. Parents will be contacted simultaneously.

First Aid

A first aid box is kept in the school at all times. This is kept in the first aid press. Class teachers and SNAs also use smaller first aid bags when on yard duty at pupils’ playtime. These bags have a small selection of plasters, antiseptic wipes etc which may be needed at yard time. A

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

In school, minor incidents such as cuts and abrasions etc will occur from time to time. The school staff will deal with these by washing the cut with water or antiseptic wipes and then if necessary, will apply a plaster. Parents are expected to check this cut when the child returns from school. General incidents will be reported to the class teacher. For more serious injuries, parents will be contacted. Incidents of a more serious nature will be recorded in an accident report form. Where a child receives a head injury, parents will be notified.

General Recommendations:

Parents are advised that if a child shows signs of illness they should be kept at home. Requests from parents to keep their children in at lunch break will only be granted in exceptional circumstances.

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. Elaine Dorgan, Deputy Principal is the Safety Officer and Margaret Noonan is responsible for the maintenance and replenishment of First Aid Boxes.

Assistant Principal 1, Clodagh Bermingham, is responsible for

- updating and monitoring of the register of pupils with medical needs
- ensuring that healthcare plans, indemnity forms and emergency care plans are available for all pupils with medical needs.
- regularly informing and updating school staff regarding medical needs of pupils in the school
- ensuring that all class teachers receive a list of pupils with medical needs in his /her class at the beginning of each school year

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 on 13/02/2023. It will be reviewed after three years or earlier if necessary or on the enrolment of child/children with further significant medical conditions.

Implementation: This revised policy will be implemented from 13/02/2023

Signed: Marie Walsh _____ (Chairperson) 13/02/2023

Signed : Mairéad Uí Íomhair _____ Príomhoide 13/02/2023

Appendix 1

Medical Condition and Administration of Prescribed Medicines

Child's Name: _____ Date of Birth: _____

Address: _____

Emergency Contacts:

Mother's Name: _____

Mobile: _____ Work: _____

Father's Name: _____

Mobile: _____ Work: _____

Other Emergency contact:

Name: _____ Phone: _____

Child's Doctor: _____ Phone: _____

Medical Condition: _____

Prescription Details: (Name of medication) _____

Storage details: _____

Dosage required: _____

Is the child to be responsible for taking the prescribed medication by himself/herself?

What Action is required?

Declaration

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 prescribed amounts are brought in daily. I/We understand that we must inform the Principal/Deputy Principal/ Class 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 _____ Date: _____
Parent/Guardian

Signed _____ Date: _____
Parent/Guardian

Appendix 2

Medical Condition and Emergency Procedures (Allergies)

Child's Name: _____ Date of Birth: _____

Address: _____

Emergency Contacts:

Mother's Name: _____

Mobile: _____ Work: _____

Father's Name: _____

Mobile: _____ Work: _____

Other Emergency contact:

Name: _____ Phone: _____

Child's Doctor: _____ Phone: _____

Medical Condition:

Type of Allergy: _____

Reaction Level: _____

Symptoms: _____

Medication Details: _____

Storage Details: _____

Dosage required: _____

In the event of _____ displaying any symptoms of his medical difficulty, the following procedures should be followed.

Procedure:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

(Emergency services and parents will be contacted immediately)

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

Date: _____

Signed: _____
Parent/Guardian

Date: _____

Appendix 3

Medical Condition and Emergency Procedures

Child's Name: _____ **Date of Birth:** _____

Address: _____

Emergency Contacts:

Mother's Name: _____

Mobile: _____ **Work:** _____

Father's Name: _____

Mobile: _____ **Work:** _____

Other Emergency contact:

Name: _____ **Phone:** _____

Child's Doctor: _____ **Phone:** _____

Medical Condition: _____

Prescription Details: (Name of medication) _____

Storage details: _____

Dosage required: _____

Emergency Procedures

In the event of _____ displaying any symptoms of his medical difficulty, the following procedures should be followed.

Symptoms: _____

Procedure:

1. _____
2. _____
3. _____
4. _____
5. _____

(Emergency services and parents will be contacted immediately)

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 _____ Date: _____
Parent/Guardian

Signed _____ Date: _____
Parent/Guardian

Appendix 4

Record of administration of Medicines

Pupil's Name: _____ Date of Birth: _____

Address: _____

Medical Condition: _____

Medication: _____

Dosage Administered: _____

Administration Details (When, Why, How)

Parents Contacted: Yes/ No _____

Emergency Services Contacted: Yes/No _____

Signed: _____ Date: _____