



Scoil Maelruain Junior

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ADMINISTRATION OF MEDICATION POLICY

This policy is formulated in accordance with guidelines issued by the (Primary Schools' Managerial Bodies) and the Irish National Teachers' Organisation.

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

Introduction

While the Board of Management of Scoil Maelruain Junior 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 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, tablets and sprays administered by mouth only with the exception of an adrenaline injector pen.

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

- The parent/guardian should write to the Board of Management requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of the medication. 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.
- Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication. (see Appendix 1,1A and 2)
- 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.
- Parents are further required to indemnify the Board and authorised 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 with

clear written instructions of the procedure to be followed in storing and administering the new medication.

- **Life Threatening Condition**

Where children are suffering from life threatening conditions, parents/guardians must clearly provide to the school at the start of each school year, an up- to - date written care plan. Parents must outline 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. If emergency medication is necessary, arrangements must be made with the Board of Management. A letter of indemnity must be signed by parents in respect of any liability that may arise regarding the administration of emergency medication.

- Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.
- The Board of Management requests parents to ensure that the class teacher be made aware in writing of any medical condition suffered by their child. 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 by the parents/guardians. It would include measures such as self administration, administration under parental supervision or administration by school staff.

Guidelines for the Administration of Medicines

1. 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.
2. A written record of the date and time of administration must be kept by the person administering it in the child's medical file at the SNA station adjacent to the child.
3. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary.
4. Emergency medication must have exact details of how it is to be administered.
5. The BoM must inform the school's insurers accordingly.
6. 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.
7. 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
- 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.
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

1. Procedures to be followed by the Board of Management

- The Board, having considered the matter, may authorise a 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.

2. Responsibilities of Staff Members

- 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.
- This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.
- 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.
- Written instructions on the administration of the medication must be provided.
- Medication must not be administered without the specific authorisation of the Board of Management.
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- A written record of the date and time of administration will be kept.
- 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.

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

1. All parents of children in the class are advised of the fact that there is a child with a nut allergy in the class.
2. Staff who are in contact with the pupil should not eat nuts of any item with nut trace.
3. Advise children not to offer or exchange foods, sweets, lunches etc. and where necessary create a nut free classroom.
4. If going off-site, medication must be carried.

In the event the pupil comes in contact with peanuts

1. Parents are required to complete Appendix 3 and provide the school with an antihistamine, with specific instruction for dosage and a measured spoon.
2. 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.
3. Only in the event of anaphylactic shock should the pen be administered. **Pen is stored in a secure place in the child's classroom.** Before or immediately after Pen has been administered, an ambulance must be called.

Indicators of shock include

Symptoms of shock can include, wheezing, severe difficulty breathing and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhoea.

Medical Emergencies: 999

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.

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:

A full medical kit is taken when children are engaged in out of school activities such as tours.

A first aid box is kept in in the First Aid area in the hall containing anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, scissors etc.

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 Assistant Principal is the Safety Representative and the maintenance and replenishment of First Aid Boxes is a post of 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/staff
- Ensuring the primary responsibility for administering remains with parents/guardians

Ratification and Review:

This policy was ratified by the BoM October 2016. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than September 2018

Signed: _____
Chairperson, Board of Management.

Date: _____

Appendix 1A
General Illness and 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?

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 school has no facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in daily. I/We understand that we must inform the school/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.

Signed

Parent/Guardian

Parent/Guardian

Date

Appendix 1
Medical Condition and Administration of Medicines
This document will be filed with the child's care plan

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:

Persons responsible for the administration of the medicine:

Administration procedure:

I/We request that the Board of Management authorise the administration prescription medicine during the school day as it is absolutely necessary for the continued well-being of my/our child by one of the persons named above. I/We understand that the school will arrange safe storage of the prescription medicines as detailed above. I/We understand that we must inform the school/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

Parent/Guardian

Parent/Guardian

Date

**Appendix 2
Allergy Details**

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: _____

Type of Allergy: _____

Reaction Level: _____

Medication: _____

Storage details: _____

Dosage required: _____

Persons responsible for the administration of the medicine:

Administration Procedure (When, Why, How)

I/We request that the Board of Management authorise the administration of the emergency prescription medicine as it is absolutely necessary for the continued well-being of my/our child by the child's teacher or SNA. I/We understand that we must inform the school/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 _____
Parent/Guardian

Parent/Guardian

Date _____

Appendix 4
Record of administration of Medicines

Pupil's Name: _____

Date of Birth: _____

Medical Condition: _____

Medication: _____

Dosage Administered: _____

Administration Details (When, Why, How)

Signed: _____

Date: _____