

Administration of Medication Policy

Rationale:

The policy as outlined is 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 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 instance where regularised administration has been agreed with parents/guardians

In –School Procedures:

- Parents are required to declare any medical concerns on their Enrolment forms when entering the school and keep the school informed if there are changes.
- Prescribed medicines will only be administered after parents of the pupil concerned have written to the BOM 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

- 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 medicines are stored on the school premises.
- A small quantity of prescription drugs will be stored in the Secretary's Office 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 Parents are responsible for the provision of medication and notification of change of dosage and checking when it is out of date.
- 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 and that they are responsible for informing each new class teacher.

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.
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
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. The BOM must inform the school's insurers accordingly
8. 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.
9. All correspondence related to the above are kept in the school and filed by the Post Holder for First Aid in accordance with GDPR guidelines.

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.

The following guidelines are in place with regard to pupils with a nut / severe allergy / condition

1. St Helen's is a Nut Free School. Staff and pupils are not permitted to bring foods containing nuts into the school.
2. Advise children not to offer or exchange foods, sweets, lunches etc.
3. If going off-site, medication must be carried if prescribed.
4. Facial photographs of those with severe (e.g. nut) allergies / conditions are displayed in the staffroom, for ease of recognition by all staff.

In the event the pupil comes in contact with nuts

Only in the event of anaphylactic shock should the pen be administered. The EpiPen will be stored in the secretary's office in the event that parents provide it and inform the school of their child's allergy. Before or immediately after the EpiPen 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.

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.

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 the post holder for First Aid and all staff members. The Post Holder for First Aid will undertake the administration responsibilities arising from medicine administration.

Responsibilities of the Board of Management

The Board of Management:

- has the overall responsibility for the implementation and monitoring of the Administration of Medication Policy and insures all steps are implemented and adhered to
- may sanction a willing member of Staff to administer medication upon receipt of Appendix 1

Responsibilities of the Principal

The Principal is the day to day manager of routines contained in the policy with the assistance of all Staff members.

It is the Principal's responsibility to:

- communicate this policy to the Staff
- bring any circumstances where a child required medical assistance during School hours to the attention of the Board of Management

Responsibilities of the Post Holder

The Post Holder for First Aid will take responsibility for the maintaining of records and filing correspondence from parents, forms, letters and informing the staff of medical needs of children.

It is the First Aid Post Holder's responsibility to:

- Liaise with parents and support them with the filling out of instructions/indemnity letters
- Take and display photos of children with serious medical conditions in the 2 staffrooms and the first aid room and provide each teacher with a copy of the picture/procedures for the red file.
- Provide the principal/BOM with a copy of all correspondence regarding administration of medication.
- Review and amend the policy where necessary every two years.

Responsibilities of the Teacher

It is the Teacher's responsibility to:

- bring the necessary medication on trips outside the School grounds, e.g. GAA, nature walks, tours

- ensure there is an adult willing to administer medication to the child present on trips outside the School grounds
- Store information about the pupils with medical concerns in their class in the red file in the cubby inside the door of each classroom.
- Inform the office and the Principal to be prepared to administer medication to cover a planned impending absence.

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

Signed: _____

Date _____

To be reviewed: _____

Appendix 1
Medical Condition and Administration of Medicines

Child's Name: _____

Address: _____

Date of Birth: _____

Emergency Contacts

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

Child's Doctor: _____ Phone: _____

Medical Condition: _____

Prescription Details: _____

Storage details: _____

Dosage required: _____

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

What Action is required: _____

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 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 from the administration of the medication.

Signed: _____ Parent/Guardian

_____ Parent/Guardian

Date: _____

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 _____ (medical difficulty), the following procedures should be followed.

Symptoms: _____

- Procedure:
- 1. _____
 - 2. _____
 - 3. _____
 - 4. _____
 - 5. _____
 - 6. _____

Dial 999 and call emergency services

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: _____