

Administration of Medicines Policy

Introduction:

An Administration of Medication policy has been in existence in St. Fergus' National School since 2006. The policy was recently redrafted through a collaborative school process and was ratified by the Board of Management (BoM) on the 19th April 2018. The current review is taking place in collaboration between Principal, Staff, Board of Management and Parents in February 2020.

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.

This policy should be read in conjunction with the following St. Fergus National School Policies:

- Child Safety Statement
- Health & Safety Statement

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 and indemnified 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 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. It is the responsibility of the parents/guardians to inform the Board of Management of any changes to the administration of these 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. 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 upon enrolment or as soon as a diagnosis is made.
- 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 specific arrangements for the administration of medicines must be made with the Board of Management in writing. This is the responsibility of the parents/guardians. It will include measures such as self-administration, administration under parental supervision or administration by school staff. It will also include times, methods and dosage of administration of the specific named medication. Any changes to the above must be conveyed to the Board of Management in writing.

Life Threatening Condition

Where children are suffering from life threatening conditions, parents/guardians must supply the school with a clearly outlined action plan which has been signed by the parents and a medical professional. The care/action plan must include:

- Name, photo and date of birth of child.
- Name of the long term health problem/allergy/medical condition
- Emergency contact details of parents/guardians.
- Signed parental consent to administer the medication listed on the plan.
- Signs and symptoms to watch out for.
- What to do should these signs and symptoms arise.
- Specific name and dosage of medication to be administered.
- Instructions on how to administer the medication
- Additional instructions where necessary.
- Signature, name and contact details of the medical professional involved in the child's care.

It is the responsibility of parents/guardians to ensure that this care/action plan is maintained up to date. In keeping with GDPR this plan will be made discretely visible in the following areas:

- Staff Room
- School Office
- Principal's Office
- Child's Classroom

A letter of indemnity must be signed by the parents/guardians in respect of any liability that may arise regarding the administration of medicines.

Guidelines for the Administration of Medicines

1. The parents/guardians 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 and a care plan as outlined above.
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.

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 medication is supplied to the school and replenished when necessary and also that action/care plan is up to date.
6. 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 office.
10. **If a member of staff is allocated and willing to administer prescription medicine it is the responsibility of the parents/guardians to ensure that the staff member is in school on the day and if not, it is their responsibility to make alternative arrangements.**

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 and the Class Teacher.
- 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.
- No teacher/SNA can be required against their will 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.
- 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/Shellfish/Seafood Allergy

1. From January 2020 a ban of nuts and nut products is in place on the grounds of St. Fergus National School.
2. Children encouraged not to offer or exchange foods, sweets, lunches etc. in the interest of health and safety.
3. When leaving school grounds medication must be brought in a clearly identified bag by the class teacher/SNA. It is the responsibility of parents to ensure that teachers/SNA have the correct medication and/or equipment necessary for the administration of medication offsite.

Emergencies:

In the event of a medical 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, the Principal/Deputy Principal may take a child into Accident and Emergency without delay. The Principal/Deputy Principal will be accompanied by another member of staff in keeping with Child Protection

Guidelines. Parents will be contacted simultaneously by the school secretary or another member of staff should the school secretary be unavailable.

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 in an action/care plan as detailed earlier.

The school maintains an up to date register of contact details of all parents/guardians including emergency numbers on the Aladdin for Schools. It is updated in September of each new school year. It is the responsibility of parents/guardians to ensure that the school secretary is informed of any changes to contact details and phone/emergency numbers. Parents are also asked to authorise staff permission to seek medical assistance for their child in the event of the school being unable to contact a parent/guardian. This authorisation is sought upon enrolment and is in place for the duration of a pupil's time in St. Fergus National School.

First Aid Boxes:

A basic first aid kit is taken when children are engaged in out of school activities such as tours, football/Gaelic games and athletic activities. This kit will contain anti-septic wipes, plasters, bandages, single use ice pack, and antihistamine cream

A first aid box is kept in the Staffroom containing anti-septic wipes, anti-septic bandages, cotton wool, scissors etc. Only staff members are allowed access to this Box. Ice packs are stored in the staff room fridge.

General Recommendations:

We recommend that any child who shows signs of illness should be kept at home. For health and safety and supervision reasons children are not allowed to remain indoors at lunch break due to illness.

Parents will be contacted if child hits/bangs head as per Accidents Policy of St. Fergus National 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. Mrs. Healy for the maintenance and replenishment of First Aid Boxes which is monitored by the Special Needs Assistants.

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 April 2018. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than 2020.

The current review has been undertaken in February 2020. It will be reviewed next in February 2022.

Implementation:

The policy will be implemented from the 11th March 2020.

Signed
Tommy Barrett

**Appendix 1: Parental Request to the Board of Management re
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?

Is Care Plan/Action Plan attached?

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 it is my/our responsibility to furnish the prescribed amounts of medicines as necessary. I/We understand that in our case medication will be brought in _____. I/We understand that I/we must inform the Board of Management, Principal/Class Teacher of any changes of medicine/dose in writing and that we must inform the Board of Management 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
Record for administration of Medicines.
(For retention in Pupil's Classroom by Teacher/SNA)

