

Administration of Medication Policy

RATIONALE

This policy was put in place to:

- 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

AIMS AND OBJECTIVES

The aims and objectives of the policy can be summarised as follows:

- Minimise health risks to children and staff on the school premises
- 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

PROCEDURES

All parents/guardians must ensure that teachers are aware in writing of any on-going medical condition that their child may have. Parents/guardians must complete the medical section of the enrolment form and are reminded that they are responsible for any and all updates as necessary. 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.

- In general, medicines will be administered by the parents/guardians outside of school hours
- Parents/guardians must inform the class teacher if their child is on any form of medication, either short term or long term.
 - Examples of short-term medications include but are limited to antibiotics, medicines containing paracetamol, antihistamines, etc.
 - Examples of long-term medications include but are not limited to inhalers, Ritalin, etc.
- 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
- Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the Board of Management.
- The medicine should not be kept by the pupil held by the authorised teacher and out of reach of pupils.
- Certain medicines, such as inhalers used by asthmatic children, must be readily accessible at all times of the school day.
- Children with acute illness (i.e. colds, temperatures, etc.) are not allowed to bring any medicines to school, either prescription or non-prescription.
- If a child has a diagnosed chronic illness (such as asthma, diabetes, etc.) and may need to take medication, a parent/guardian must write to the Board of Management to request this. A

doctor's certificate must accompany this request. The medicine should be self-administered if possible, under the supervision of an authorised adult.

- The above request to the Board must give the name of the child, name and dose of medication, must state whether the child should be responsible for his/her own medication, the circumstances in which medication is to be given by the teacher and consent for it to be given.
- If the child cannot self-administer the required medicine, the request to the Board must include the exact dosage and times for administration.
- A teacher should not administer medication without the specific authorisation of the Board.
- Any teacher who is authorised to administer any medication does so on a voluntary basis and reserves the right to refuse.
- In cases where class teachers have been authorised to administer medication, it is the parents'/guardians' duty to ensure that the class teacher is present on any given school day.
- In any case where the class teacher is not present to administer a prescribed medication as per the Board's permission, the Principal will administer the medication instead. If the Principal is not available, the Deputy Principal fills this role.
- Where possible, parents/guardians should ask the prescribing doctor to prescribe the administration of prescribed medicines outside of school hours.
- Parents are further required to indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board of Management will inform the school's insurers accordingly.
- Where permission has been given by the Board of Management for the administration of medicine the smallest possible dose should be brought to school, preferably by the parent, with clear written instructions for administration, giving the name of the pupil.
- 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.
- *Parents should ensure that these procedures are clearly understood before submitting any request to the Board of Management.*

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 Conditions

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. 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.

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

First aid kits are stored in the Principal's office in the event of an incident. The contents of the kits are replenished when necessary by the Safety Officer or other such relevant personnel. A first aid kit is also taken when children are engaged in out of school activities such as tours, football/hurling games and athletic activities etc.

ROLES AND RESPONSIBILITIES

The Board of Management 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.

RATIFICATION AND REVIEW

This policy was ratified by the Board of Management in 2020. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than 20__.

Appendix 1

Administration of Medication Consent Form

Child's Name: _____ Class: _____

Address: _____

Date of Birth: _____

Medical Condition: _____

Child's Doctor: _____ Phone No.: _____

Prescription Details: _____

Storage Details: _____

Dosage Required: _____

Is the child to be responsible for administering the medication himself/herself? _____

What action is required? _____

Emergency Contact 1

Name: _____ Phone No.: _____

Emergency Contact 2

Name: _____ Phone No.: _____

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 3

Emergency Procedures

Child's Name: _____ Class: _____

Medical Condition/Concern: _____

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

Symptoms:

Procedure:

Dial 999 and call emergency services.

Contact Parents