

Administration of Medicines Policy

Introduction

While the Board of Management 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 medicines.

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:

- To minimise health risks to children and staff on the school premises
- To fulfil the duty of the BoM in relation to Health and Safety requirements
- To 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/guardians

In –School Procedures:

Parents/Guardians 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/Guardians 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/Guardians in respect of any liability arising from the administration of medicines.
- At the beginning of each school year all staff are informed of children who may require prescriptive medicines, where they are stored and who is responsible for administration.
- If a child has a life threatening condition which may lead to an emergency situation their photograph with detailed emergency instructions is displayed in the staff room. All teachers have a copy of this in their classrooms and a copy is also kept with 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 parent. When a child uses his/her inhaler, the teacher or SNA will note this on a form stapled into the homework journal (Appendix 3 – Record of Inhaler Dosage).
- A small quantity of prescription drugs will be stored in the School if a child requires self-administering on a daily basis and Parents/Guardians have requested storage facilities. Parents/Guardians 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/Guardians to ensure that teachers be made aware in writing of any medical condition suffered by any child in their class
- 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. This is the responsibility of the Parents/Guardians/guardians. It would include measures such as self administration, administration under parental supervision or administration by school staff.

Life Threatening Conditions Leading to an Emergency Situation

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 1). If emergency medication is necessary, arrangements must be made with the Board of Management. A letter of indemnity (Appendix 2) must be signed by the Parents/Guardians in respect of any liability that may arise regarding the administration of medication.

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. (Appendix 1 & 2)
2. Parents/Guardians must request that the Board of Management 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 (Appendix 4)
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/Guardians 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.

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
- Emergency medicines such as Anapens/Buccolam are stored in the Secretary's office in the drawer under the printer.
- 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 the parent or an authorised Teacher/SNA.
- No teacher/SNA can be required 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/Guardians contacted
- It is not recommended that children keep medication in bags, coats, etc.
- Where possible, the Parents/Guardians 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 Allergy

1. Staff dealing with the pupil do not eat nuts.
2. Advise children not to offer or exchange foods, sweets, lunches etc.
3. If going off-site, medication must be carried.

In the event the pupil comes in contact with peanuts

1. Administer 5ml Zirtec or other antihistamine immediately. 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.
2. Only in the event of anaphylactic shock should the pen be administered. Pen is stored in Secretary's office in the cabinet under the printer. Before or immediately after the Pen has been administered, an ambulance must be called.

Indicators of shock include

Symptoms of shock can include, wheezing, severe difficulty breathing, face swelling 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/Guardians will be contacted immediately.

The school maintains an up to date register of contact details of all Parents/Guardians/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, football/hurling games and athletic activities. The travelling first aid kit is stored in the Principal's office on the shelf behind the door.

A first aid box is kept in the first room of the main building (L.S.R. Room) and in the hallway of the prefab nearest the staff room.

General Recommendations:

We recommend that any child who shows signs of illness should be kept at home; requests from Parents/Guardians to keep their children in at lunch break are not encouraged. A child too sick to play with peers should not be in school.

Parents/Guardians should ensure that these procedures are clearly understood before submitting any request to the Board of Management.

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.

Parents/Guardians must request the administration of medicine at the beginning of each school year by completing a Medical Information Form and an Indemnity Form. They must also inform the Principal of any changes in symptoms and/or medication during the 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/Guardians/Teachers.
- Ensuring the primary responsibility for administering remains with Parents/Guardians.

Review:

This policy will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions.

RATIFIED: _____

DATE: _____

SIGNATURE: _____

SCOIL LIOS TEILIC

Tel: 066 7124144

Fax: 066 7145928

Email: listellickprimary@gmail.com

Web: www.listellickprimary.com



APPENDIX 1 MEDICAL INFORMATION FORM

Child's Name: _____

Address: _____

Date of Birth: _____

Emergency contacts:

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

3) Name: _____ Phone: _____

4) Name: _____ Phone: _____

Our child can be taken to hospital in case of emergency if we cannot be contacted YES [] NO []

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

Prescription Details:

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

Circumstances in which medication is to be given:

Any other action required:

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APPENDIX 2 Letter of Indemnity

- 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 continue well-being of my/our child.
- I/We understand that the school has limited facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in as required. In the event of certain specific medicines being stored the expiry date is the responsibility of the parents.
- 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 acknowledge that the above facility provided by the school is on a purely voluntary basis and without any obligation whatsoever on the part of the School.
- In consideration of the School facilitating me/us as stipulated in paragraph 1 above, I/We hereby indemnify the Board of Management and the Staff of Listellick National School from and against all claims both present and future, arising from the administration or failure to administer the said medication to my/our child.
- 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: _____

