

## **Administration of Medicines Policy**

### **Bunscoil McAuley Rice**

#### **Aims of this Policy**

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

- To minimise health risks to children and staff on the school premises
- To fulfil the duty of the Board of Management in relation to Health and Safety requirements
- To provide a framework within which medicines may be administered in cases of emergency and/or where regularised administration has been agreed with parents/guardians

#### **In-School Procedures**

Parents are required to complete a Health/Medication form when enrolling their child/ren in the school, if the child has medical needs. 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 the parents of the pupil concerned have written to the Board of Management 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 (eg. inhalers) of medicine under the supervision of a responsible adult, exercising the standard care of a prudent parent. No unprescribed medicines are stored on the school premises. A small quantity of prescribed medicines will be stored in the Administration/Secretary's Office for children with nut allergies, epilepsy or life threatening conditions and for any child requiring self-administering on a daily basis where parents have requested

storage facilities. 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 are 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

### **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 (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/guardians in respect of any liability that may arise regarding the administration of medication.

### **Guidelines for the Administration of Medicines**

1. 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(See appendices)
2. Parents must write requesting the Board of Management to authorise the the administration of the medication in school(See appendices)

3. Where specific authorisation has been given by the Board of Management, the medicines must be brought to the school by the parent/guardian/designated adult
4. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary
5. Emergency medication must have exact details of how it is to be administered
6. Parents are further required to indemnify the Board of Management and members of the school staff in respect of any liability that may arise regarding the administration of prescribed medicines in school(See appendices)
7. All correspondence related to the above are kept in the school

### **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 student or to monitor the self-administration by a student.
- The Board will ensure that the authorised person is properly instructed in how to administer the medication.
- The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medication.
- 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.

### **Responsibilities of Staff Members**

- No staff member can be required to administer medication to a student.
- 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 instruction 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(See appendices).
- Parents should be contacted should any questions or emergencies arise.

## **Medicines**

- Non-prescribed medication will neither be stored nor administered to students 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.
- The prescribed medicine must be self-administered if possible, under the supervision of an authorised Teacher/SNA, if not the parent.
- It is not recommended that children keep medication in bags, coats etc.,
- Where possible, parents should arrange for the administration of prescribed medicines outside of school hours.

## **Guidelines in place with regard to students with a Nut Allergy**

- Children are advised not to offer or exchange foods, sweets, lunches etc.,
- A notification is sent home, at the beginning of each new school year, reminding all parents/guardians that our school is a nut free zone.
- If going off-site medication must be carried.
- If a child comes into contact with nuts ,procedures outlined in the appendices must be followed.
- In the event of anaphylactic shock, the epipen be administered. Before or immediately after the epipen has been administered, an ambulance must be called.
- Epipens are stored in Secretary's Office. All pens have child's name written on the outside box/container. A list of children with nut allergies is affixed to the inside cover of each Teacher's First Aid Box.
- An information video re. how to properly administer epipen medication is shown to all school staff at the beginning of each new school year.

**Indicators 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 & 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. The parents/guardians 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, on its Aladdin administration system. This register is updated at the start 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, GAA matches/games and athletic activities etc.,
- As already mentioned each teacher has a first aid box for yard duty. These boxes contain bandages, sterile antiseptic wipes, plasters, ice packs etc.,
- Ice packs are available in Secretary's Office. All other first aid items are stored in the press at 1<sup>st</sup> Class yard exit door.
- Our defibrillator is stored at 1<sup>st</sup> Class yard exit door.
- An Incident Notebook is kept in Secretary's Office. Incidents should be recorded by Teacher on Yard Duty in the Incident Book. Serious incidents such as bangs/collisions/falls should be recorded.

**General Recommendations:** We recommend that any child who shows signs of illness should be kept at home.

### **Roles & 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. The staff Board of Management Representative is the Safety Officer 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 & 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 on behalf of the Board of Management**

**Chairperson:** *William Gardiner*

**Principal:** *John Moloney*

**Date:** 18.01.23.

**Appendix 1**  
**Medical Condition and Administration of Medicines**

Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Emergency Contacts**

1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3) 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

\_\_\_\_\_

I/We request that the Board of Management of Bunscoil McAuley Rice 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 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 we have a responsibility to ensure that the school is supplied with the correct and in-date medication for 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 \_\_\_\_\_

## **Appendix 2**

### **Allergy Details**

Type of Allergy:

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Reaction Level:

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Medication:

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Storage details:

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Dosage required:

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Administration Procedure (When, Why, How)

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix 3

### Emergency Procedures

In the event of \_\_\_\_\_ displaying any symptoms of his/her medical difficulty, the following procedures should be followed.

Symptoms: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Procedure:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

***To include:***

- ***Dial 999/112 and call emergency services.***
- ***Contact Parents***

## 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: \_\_\_\_\_