

# SCOIL BÉAL NA CARRAIGE



## Administration of Medicines Policy

### Introduction:

An Administration of Medication policy has been in existence in the school since 2013.

### 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 outline procedures to deal with a pupil with an allergy in our school.
- Safeguard school staff that are willing to administer medication.
- Protect against possible litigation.

Comment [G1]:

### 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 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 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 filled in an administration of medicines form and instructed staff on how to use/give it. 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. A small quantity of prescription drugs will be stored in the first aid press (up high) if a child requires self-administering on a daily basis or in the case of an emergency and 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 that parents 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 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. 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 (administration of medicines form).
2. Parents must write to the Board of Management to , requesting that administration of the medication in school be authorised.
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 2 people (if possible) when administering it (administration of medicines form).
5. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary.
6. Exact details must be provided about how the emergency medication 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 will be 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.
- 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.
- 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 contacted.
- It is not recommended that children keep medication in bags, coats, etc. (unless specified by guardian).
- 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 who have a nut allergy**

1. Staff dealing with the pupil do not eat any food item containing nuts. Advise children not to offer or exchange foods, sweets, lunches etc.
2. If the pupil is going off-site, his/her medication must be brought.
3. The child's picture is displayed in the staff room along with the details of how to treat him/her in the event of an allergic reaction.

**In the event that the pupil comes in contact with nuts:**

1. Administer 5 ml of Zirtec or other antihistamine immediately. It is important that the pupil be kept calm to encourage him to breathe steadily as he may experience discomfort and/or the sensation of his/her throat swelling. If possible (s)he needs to drink water. These steps should allow him/her to recover fully.
2. *If there is a possibility of anaphylactic shock, the adrenaline autoinjector pen should be administered.* The adrenaline autoinjector Pen is stored in the first aid kit (up high). Before or immediately after Pen has been administered, an ambulance must be called.

**Indicators of anaphylaxis**

Symptoms of anaphylactic shock can include, wheezing, severe difficulty breathing and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhoea.

**Local doctors:**

**Dr. Jack o Connor, Dunmanway. (023) 884 5036**

**Ballineen & Enniskeane health centre 023 8847106**

**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. In emergencies, qualified medical treatment should be secured at the earliest opportunity.

Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members may take a child to the Accident and Emergency department of the nearest hospital, 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 suffer from epilepsy, 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:**

A full medical kit is located in the Middle room in the cupboard inside the inner door. A portable first aid kit is taken when children are engaged in out-of-school activities such as tours, football/hurling games and athletic activities.

**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 all staff members. The Deputy Principal and Principal are responsible for the maintenance and replenishment of First Aid Boxes.

**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 that the primary responsibility for administration of medication remains with parents/guardians

**Ratification and Review:**

This policy was ratified in Sept 2019 at the BoM meeting. It will be review in Sept 2021.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Chairperson of Board of Management) (Principal)

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

Date of next review: \_\_\_\_\_