



Greenmount N.S. Administration of Medicines Policy

Introduction:

This policy was drafted through a collaborative school process and was ratified by the Board of Management (BoM) on 8th November, 2016.

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.

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 invited to identify any Health/Medication issues a pupil may have when enrolling their child/ren in the school or when such needs are identified for the pupil. 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.

- **It is advised that all prescribed medicines are administered at home.** In the rare occasion that a child has complex and life threatening medical needs, 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 without BoM approval. The Board will seek indemnity from parents in respect of any liability arising from the administration of medicines

- In cases where the BoM have approved the administration of medicine, 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. No medicines are stored on the school premises without Board of Management approval. If approved, a small quantity of prescription drugs will be stored in the Administration Office if a child requires self-administering on a daily basis and parents have requested storage facilities. Parents are responsible for the provision of medication and notification of change of dosage. **It is also the responsibility of parents to ensure medicine is in date.**
- The Board of Management requests parents to ensure that the Principal and relevant class teacher be made aware in writing of any medical condition their child may have. 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, where agreed.

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. (Appendix 1, 2 or 3)
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/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. It is the parents/guardians responsibility to ensure medicine is in date.
6. Emergency medication must have exact details of how it is to be administered, provided by the parent/guardian.
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.

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.
- 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 the use of inhalers

1. Parents/guardians should inform the Principal and class teacher if a child has asthma.
2. If a child requires the use of an inhaler in school, the parent must complete Appendix 1 to request that an inhaler be administered in school.
3. Inhalers will be stored in the Principal's Office and children will be allowed access to the inhaler so that they can **self-administer** as required.
4. Under certain circumstances, it may be appropriate for an older child to retain an inhaler in their own possession, and take responsibility for self-administration (eg: an older child who would normally carry and use their own inhaler). A written request to the BoM (Appendix 1) is still required. Because there is no record of the administration of such medication and because it is in possession of the child, staff cannot be held responsible if it is lost or misuse.
5. Parents/guardians are solely responsible for ensuring that inhalers are in date. They are also asked to collect them from school at the end of the year and return a new inhaler at the beginning of the new school year.

The following guidelines are in place with regard to pupils with a Nut Allergy

1. Staff and pupils do not eat nuts or any item with nut traces.
2. Advise children not to offer or exchange foods, sweets, lunches etc.
3. Where the BoM have authorised the possible administration of anaphylactic medication, parents are responsible for ensuring the medicine supplied to school is in date and reissued to the school when out of date.
4. If going off-site, medication must be carried.
5. Staff are made aware of two key locations where anaphylactic medication will be stored.

Procedure for when/if a pupil with a nut allergy comes in contact with nuts/appears to be having an allergic reaction

1. Parent should be called if there is any suspicion of an allergic reaction. It is important that the pupil be kept calm to allow him/her 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 an approved pen be administered. Pen is stored in the Secretary's Office and in the staffroom first

aid box. Before or immediately after pen has been administered, an ambulance must be called. The parent should also be called.

Indicators of shock include

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

School Doctor: Greenmount Surgery, Lough Community Centre

Contact Number: 021-4542551

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 to Accident and Emergency without delay. Parents will be contacted simultaneously.

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 taken when children are engaged in out of school activities such as tours, football/hurling games and athletic activities.

A first aid box is kept in the staffroom, the main office and in the Halla foyer between both school yards.

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.

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 on November 8th, 2016. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than June 2020.

The policy has been communicated to all staff and a copy has been issued to the Parents' Association. The policy will be published on the school website.

Signed:

Seán Ó Callanáin
Chairperson of the Board of Management
8th November, 2016

Appendix 1
Medical Condition and Administration of Medicines
Parental request to the Board of Management for the administration of
medicine at school

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?

What Action is required

Signed: _____ Doctor/(G.P.)

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

Date _____

Appendix 2

**Medical Condition and Administration of Medicines
Parental request to the Board of Management for the administration of
medicine at school
To be filled when a child may require emergency medication due to an
allergy**

Child's Name:

Type of Allergy:

Reaction Level:

Medication:

Storage details:

Dosage required:

Administration Procedure (When, Why, How)

Signed: _____ Parent

_____ Doctor

Date: _____

Appendix 3

Medical Condition and Administration of Medicines Parental request to the Board of Management for the administration of medicine at school

To be filled when a child's medical condition may require Emergency Procedures

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

Symptoms: _____

Procedure:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

**To include: Dial 999 and call emergency services.
Contact Parents**

Signed: _____ Parent

_____ Doctor

Date: _____

Appendix 4

To be completed by school in the event that the emergency administration of medicine has occurred

Pupil's Name: _____

Date of Birth: _____

Medical Condition:

Medication:

Dosage Administered:

Administration Details (When, Why, How)

Signed: _____

Date: _____