

Administration of Medicines Policy

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Introduction:

An Administration of Medication policy has been in existence in Coralstown N.S. since 2013. This policy was recently redrafted through a collaborative school process between the Board, Staff and Parents/Guardians.

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
- Fulfill 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/Guardians are required to complete a Health/Medication query when enrolling their child/ren in the school. If the child has a medical condition then Parents/Guardians are required to complete a Health Care Plan for their child/ren. 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 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 (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. 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/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. 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. 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 or 3)
2. Parents/guardians 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
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
- 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/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 or any item with nut trace
2. Advise children not to offer or exchange foods, sweets, lunches etc.
3. The school is designated a 'Nut Free' School & all Parents are notified of same, through regular Newsletters & signs posted around the school.
4. If going off-site, medication must be carried.

In the event the pupil comes in contact with peanuts:

1. 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 teachers desk drawer. Before or immediately after Pen has been administered, an ambulance must 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 _____

Contact Number _____

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 simultaneously.
- In addition, parents/guardians 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/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. 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 staff room containing antiseptic wipes, antiseptic bandages, steri-strips, cotton wool, plasters, scissors etc.

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.

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. The Deputy Principal 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. It is the responsibility of Parents/guardians to notify the school of any medical issues which may affect their child(ren)

Success Criteria:

The effectiveness of the school policy in its present form is measured by the following criteria:

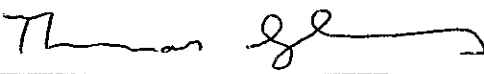
- Compliance with Health and Safety legislation
- Maintaining a safe and caring environment for children
- Positive feedback from parents/guardians/teachers
- Ensuring the primary responsibility for administering remains with parents/guardians

Implementation

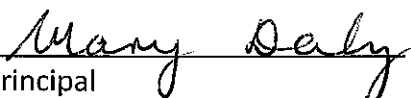
This policy will be implemented immediately.

Ratification

This policy was ratified by the Board of Management of Coralstown N.S. on 11th June 2019. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than 2022.

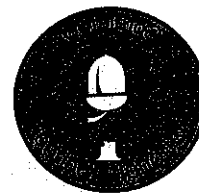
Signed: 
Chairperson of Board of Management

Date: 11th June 2019

Signed: 
Principal

Date: 11th June 2019

Appendix 1
Parents' Form: Healthcare Plan/Administration of Medication Request



Healthcare Plan for a Student with a Medical Condition 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:

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: _____



Parental/Guardian agreement (please tick)

I agree ☐ or I do not agree ☐ that the medical information contained in this plan may be shared with individuals involved with my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing

Signed by Parent / Guardian:

Print name:

Date: _____

Appendix 2
Allergy Details



Type of Allergy: _____

Reaction Level: _____

Medication: _____

Storage details: _____

Dosage required: _____

Administration Procedure (When, Why, How)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Signed: _____

Parent / Guardian

Date: _____

Signed: _____

Parent / Guardian

Date: _____

Symptoms:

Procedure:

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

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

Appendix 4
Record of administration of Medicines



Pupil's Name: _____

Date of Birth: _____

Medical Condition: _____

Administration Details

Time: _____

Medication: _____

Dose Given: _____

Any Reactions: _____

Signature of Staff Member: _____

Print Name: _____

Date: _____

Appendix 5
Staff Training Record Administration of Medication



Name of school: **Coralstown N.S.**

Training provided by: _____

Type of training received: _____

Date training completed: _____

I confirm that the following people have received the training detailed above.

Signature of each person attending the training

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Trainer's signature: _____

Date: _____

I confirm that the people listed above have received this training.

Principal's signature: _____

Date: _____

Date for update training/retraining: _____