

St. Philomena's N.S.



Administration of Medication Policy

Introduction:

The policy was recently drafted through a collaborative school process and was ratified by the Board of Management on 29/11/2022.

Rationale:

The policy as outlined was put in place to:

- Clarify areas of responsibility
- Give clear guidance about situations where it is not appropriate to administer medicines
- Indicate the limitations to any requirements which may be notified to teachers and school staff
- 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 are required to complete a Health/Medication form when enrolling their children in the school. No staff member is obliged to administer medicine or drugs to a pupil and any staff member willing to do so works under the controlled guidelines outlined below.

- Prescribed medicines will only be administered after parents of the pupil concerned have written to the BoM requesting the Board to authorise members of the 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 (see Appendix 1 & 2 for sample letters).
- 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 prescribed medicines will be stored in the school. Parents are responsible for the provision of medication and notification of change of dosage.
- School staff 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 be made aware in writing of any medical condition suffered by any child in their class.
- This does not imply a duty upon teachers/other staff members personally to undertake the administration of medicines of drugs.

Long Term Health Problems

Where there are children with long-term health problems in school, the school will strive to support the child in an emergency situation as per guidelines for the administration of medication.

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 (see sample in Appendix 3). If emergency medication is necessary, arrangements must be made with the Board of Management, as outlined in 'In-School Procedures' above). 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. (see examples in Appendix 3,4,5)
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 6). In the case of supervised self-administration, a digital log of administration (e.g. diabetes apps) will suffice.
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 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
- The administration of medication to children by the teachers/SNAs in an emergency situation is on a voluntary basis
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

Emergencies:

In the event of an emergency, teachers/SNAs should do whatever 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 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. Parents should also provide a clear outline for 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.

Three first aid boxes are located in strategic areas of the school:

1. Under the stairs on the ground floor.
2. Staff room.
3. An Cuan.

All staff are aware of these locations. The contents of such boxes are replenished when deemed necessary.

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 is the Safety Officer and is 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/SNAs
- Ensuring the primary responsibility for administering remains with parents/guardians

Ratification and Review:

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

Implementation:

The policy has been implemented since November 2022.

Chairperson Florio White Date 29/11/22

Principal Geraldine Gaffey Date 29/11/22.

Appendix 1

Request to Board of Management of St. Philomena's N.S. & Letter of Indemnity

1. I / We, the parents / guardians of _____ request the Board of Management of St. Philomena's N.S. to

(a) authorise the taking of prescription medicine during the school day as it is absolutely necessary for the continued wellbeing of my/our child

(b) allow a member of staff to give medication to my/our child in an emergency situation.

2. Please see attached documentation to support this request:

(i) _____

(ii) _____

(iii) _____

(iv) _____

3. 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 continued wellbeing of my/our child. I/We understand that we must inform the school 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 and school personnel in respect of any liability that may arise from the administration or failure to administer the medication. We will sign the indemnity form upon receipt of same.

Signed:

_____ Parent/Guardian

_____ Parent/Guardian

Date _____

Appendix 2

Response to Board Request

St. Philomena's N.S.,
Convent Road,
Tullamore,
Co. Offaly
Date

Dear Parents,

Re: Your request for the Administration of Medicine to your child _____.

The Board of Management hereby grant permission for school staff administer said medication.

As noted in the request letter to the Board of Management, school personnel have no medical training. We acknowledge receipt of your signed indemnity form relating to the administration of medication for your child _____.

Kind regards,

Geraldine Gaffey

Appendix 3
Emergency Procedures Document (Sample)
To be completed by G.P. and parent/guardian

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: _____ (G.P)

Date: _____

Signed: _____ (Parent/Guardian)

Date: _____

Appendix 4

Medical Condition and Administration of Medicines (Sample)

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 and school personnel from any liability that may arise from the administration of the medication.

Signed _____ (Parent/Guardian)

Parent/Guardian

Date _____

Appendix 5
Allergy Details (Sample)
To be completed by G.P.

Type of Allergy: _____

Reaction Level: _____

Medication: _____

Storage details: _____

Dosage required: _____

Administration Procedure (When, Why, How):

Signed: _____ (G.P.)

Date: _____

Appendix 6

Record of Administration of Medicines

Pupil's Name: _____

Date of Birth: _____

Medical Condition: _____

Medication: _____

Dosage Administered: _____

Administration Details (When, Why, How)

Signed: _____

Date: _____

St. Philomena's N.S.

Administration of Medication – Document/Action Checklist

Pupil name: _____

Document	Completion/Submission Date	Notes
Health/Medication form (completed on enrolment)		
Medical Condition and Administration of Medicines (Appendix 4)		
Allergy Details (in the case of pupils with allergies) to be completed by G.P. (Appendix 5)		
Written request to Board of Management for authorisation of staff to administer medication & Letter of Indemnity (Appendix 1)		
Response to written request to BOM (Appendix 2)		
Emergency Procedures (to include medication administration log) to be completed by G.P. (Appendix 3)		
Personal Pupil Plan (in the case of pupils with SNA access)		
Emergency medication provided to the school with exact details of administration		
Pupil illness/medication notice for staff room, yard folder, etc.		
Pupil alert on Aladdin		

Note: Some of the above documentation may be updated throughout the pupil's time in school. Please log date of such updated documentation.