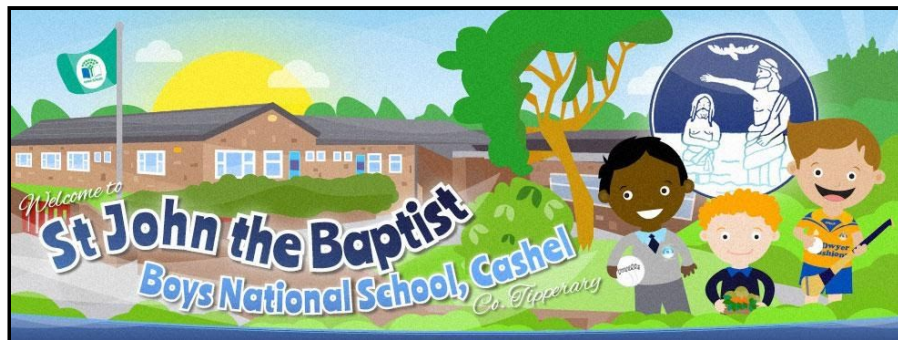


Administration of Medicines Policy



Introductory Statement

This policy has been formulated by the Board of Management (BoM).

The Administration of Medication Policy should be read in conjunction with other relevant policies most notably the Health and Safety Policy.

Copies of this policy will be available to each member of staff and to members of the Board of Management. Copies will be available on request to parents/guardians and will, in the future, be made accessible on the school website.

Rationale & Background

The Board of Management has a duty to safeguard the health and safety of children while engaged in school activities. However, teachers are not obliged to personally undertake the administration of medications. They may, at their own discretion, agree to administer certain medicines or procedures. This will be arranged on a case-by-case basis. It is school policy that children who are acutely ill should not attend school until the illness has resolved. In the event of a child becoming acutely ill during the course of the school day, parents or emergency contacts will be notified to bring the child home to recuperate. In emergency situations, qualified medical help will be obtained or the child will be brought to the local minor injuries unit/emergency department at the earliest opportunity. Hence, provision for administration of medication for acute illness in school is not deemed necessary. In line with the school ethos, children with chronic illnesses are encouraged to engage fully in school activities. Where possible, the family doctor should be asked to prescribe treatments that can be taken outside school hours. Administration of medication at school should be kept to a minimum. When administration of medication is required to facilitate a fully inclusive environment, every effort will be made to accommodate children's needs in line with the provisions below.

Aims

The aims of this policy are:

- ~ To ensure that the needs of children who require administration of essential medications during the school day are met, in line with best practice.
- ~ To ensure compliance with relevant legislation.
- ~ To protect staff by ensuring that any involvement in medication administration complies with best practice guidelines.

Content

Non-prescription medication will not be stored or administered in the school. Pupils are not permitted to carry non-prescription medication in school. If found, such medications will be confiscated and parents/guardians will be contacted.

Prescription medication can only be stored/administered in the school following a written request from the parents/guardians to the BoM (Appendix 1 & 2). The BoM must determine if the medication is such that a non-medical person may administer/supervise administration. Please note that the BoM cannot require teachers to administer medication. However, the BoM will request appropriate teachers and/or SNAs to volunteer, authorise them to administer the medication and arrange training if required.

The BoM reserves the right, after due consideration, to refuse the request to administer medication.

The “Request for Administration of Medication – Information and Consent” form (Appendix 1) summarises essential information to allow training of teachers and safe administration of the medication. This form includes the child’s name, date of birth, weight, name of medication, condition for which medication is required, other medication the child takes regularly outside school, allergies, medication dosage, circumstances under which it should be administered, ability of child to self-administer the medication as well as emergency contact information. Consent for information concerning the need for medication administration to be shared with school staff and the school’s insurers is also included. This information may be required if medical assistance is required for the child.

Parents will also be asked to provide a signed indemnity form (see Appendix 2) and an Emergency Procedures form (Appendix 3). Where a child may require medication, ideally a minimum of three staff members who are willing to administer this will be identified to ensure cover during sick leave, course days, etc. This will often but not always include the class teacher.

Parents may be informed of staff members who have agreed to administer the medication in question. In the event that staff members willing to administer the particular medication cannot be identified, the Principal will discuss alternative options with the child’s parents/guardians.

The BoM reserves the right to request written confirmation of medical advice from the child’s doctor, including confirmation of the medication dose and circumstances when it should be given. Where such medical advice is required, any fee arising shall be the responsibility of the parents/guardians.

If the Board agrees that the medication can be stored and administered in school, it is the responsibility of the parents/guardians to ensure that an adequate supply of medication is in stock, and that the medication has not passed its expiry date. In the event that medication passes its expiry date without being used, the child’s parents/guardians will take responsibility for its safe disposal (usually by returning to the pharmacy).

Where possible medication should be self-administered by the pupil under adult supervision.

Verbal clarification by parents/guardians of how and when to administer the medication is required.

Medication will usually be stored in the locked safe in the school staff room.

The Principal/Deputy Principal must be informed immediately of any change in medication and/or dosage in writing. It is the responsibility of the parents/guardians to ensure that the dosage noted on the container in which their child's medication is stored is also amended.

- *A change in dosage of the same medication does not require notification of the BoM.*
- *However, a change in medication will require a new notification of the BoM.*
- *In either case the "Request for Administration of Medication – Information and Consent" form will need to be updated.*

A written record (Appendix 4) of all medication administered in the school will be maintained in the school in the blue folder in the staff room.

When medication is administered by staff to treat an emergency (allergic reaction, asthma attack, seizure, hypoglycaemia, etc), parents will be notified by telephone AND an Appendix 4 form will be filled in. When administration is routine (e.g.: bronchodilator pre-PE in a child with exercise-induced asthma) a note will be placed in the child's homework journal or a parent will be contacted via Aladdin or other online platform. It is the parents'/guardians' responsibility to check for such a record.

Prescribed medication will only be administered to the child for whom it has been prescribed, in line with current legislation.

Arrangements for administration of medication to each pupil will be reviewed as needed.

Implementation

Detailed information for school staff to facilitate the safe and effective implementation of this policy is included in Appendix 5.

Parents are invited to contact the Principal/Deputy Principal immediately if they have any concerns about the implementation of this policy in relation to their child's medication.

Success Criteria

The Principal/Deputy Principal will audit the medication books at least once a term to ensure that the actual administration of medication complies with the information on the "Request for Administration of Medication – Information and Consent" form. Identified discrepancies may be assessed by a physician to assess their clinical relevance (if any).

Feedback from parents/guardians will be carefully considered by the BoM.

Timeframe for Review

Early review will be undertaken if:

A clinically significant discrepancy is identified between the medication administered and that authorised on the relevant "Request for Administration of Medication – Information and Consent" form

Feedback indicates that any aspect of the policy is causing a pupil or any other member of the school community undue distress.

Reviewed November 2020

Ratification & Communication

The Board of Management ratified this policy on 14 December 2017.

It was reviewed and amended on 12 November 2020.

Signed: 

(Chairperson of Board of Management)

Signed: 

(Principal)

Date: 12 November 2020

Date of next review: As necessary

The policy has been communicated to all staff and a copy is available on the school's website.

APPENDIX 1

Request for Administration of Medication – Information & Consent

Child's name: _____

Date of birth: _____ Weight _____ (as of _____)

Name of medication: _____ Dosage: _____

Under what circumstances should medication be given:

Condition for which medication required: _____

Other medication being taken: _____

My child **(please circle one)** WILL/CANNOT self-administer this medication.

GP name: _____ Phone no: _____

1st Emergency contact: _____ Mobile no: _____

2nd Emergency contact: _____ Mobile no: _____

I consent for staff members in the school to **(please circle one)** ADMINISTER/SUPERVISE
administration of _____, in dosage of _____, to my child
_____ under the circumstances outlined above.

I understand that information about my child's medical condition and treatment will be shared with school staff, and in the event of an emergency with the GP or other medical personnel. I also consent to the disclosure of this information to the school's insurers if required

Signed: _____ Date: _____

Print name: _____

Relationship to the child: _____

APPENDIX 2

ADMINISTRATION OF MEDICINES IN SCHOOLS – INDEMNITY

THIS INDEMNITY made the _____ day of 20_____

BETWEEN _____ (lawful father and mother

of _____

(hereinafter called 'the parents' of the One Part AND for and on behalf of the Board of

Management of _____ School situated at

_____ in the County of _____ (hereinafter called 'the Board') of the Other Part.

WHEREAS:

1. The parents are respectively the lawful father and mother of

_____ a pupil of the above school

2. The pupil suffers on an ongoing basis from the condition

known as _____

3. The pupil may, while attending the said school, require in emergency circumstances, the administration of medication, viz.

4. The parents have agreed that the said medication may, in emergency circumstances, be administered by the said pupil's classroom teacher and/or such other member of staff of the said school as may be designated from time to time by the Board.

NOW IT IS HEREBY AGREED by and between the parents hereto as follows:

In consideration of the Board entering into the within Agreement, the parents, as the lawful father and mother respectively of the said pupil HEREBY AGREE to indemnify and keep indemnified the board, its servants and agents including without prejudice to the generality the said pupil's class teacher and/or the Principal of the said school from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.

Signed: _____ (Parent/Guardian)

Signed: _____ (Principal)

Witness: _____ Date: _____

APPENDIX 3

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***

APPENDIX 4

**RECORD OF ADMINISTRATION OF MEDICINES WHERE TEACHER/SNA ADMINISTERS
MEDICATION**

Pupil's Name: _____

Date of Birth: _____

Medical Condition: _____

Medication: _____

Dosage Administered: _____

Administration Details (When, Why, How)

Signed: _____

Date: _____

NOTE: When medication is administered by staff to treat an emergency (allergic reaction, asthma attack, seizure, hypoglycaemia, etc), parents will be notified by telephone AND appendix four form is filled in. When administration is routine (e.g.: bronchodilator pre-PE in a child with exercise-induced asthma) a note will be placed in the child's homework journal or they will be contacted via Aladdin or other appropriate online platform. It is the parents'/guardians' responsibility to check for such a record.

APPENDIX 5

Administration of Medications – Detailed Information for staff

General Record Keeping

All forms and letters concerning administration of medication (Appendices 1-3) will be stored in the principal's office in each pupil's confidential file and, in duplicate, in a blue file in the staff room. A note will also be made on Aladdin. These records are stored in compliance with relevant data protection legislation.

When a letter regarding a change in dosage or an updated "Request for Administration of Medication – Information and Consent" form is received, this will be stapled to the front of the existing form to ensure that the updated information is not overlooked.

Any handwritten notes made on a "Request for Administration of Medication – Information and Consent" form to update it in line with written information provided by parents/guardians will be initialled and dated.

When an updated "Request for Administration of Medication – Information and Consent" form is received, the original will be retained, but will have a line drawn through it, to indicate that it is now superseded.

Records of Administration of Medicines

A record will be maintained in the blue file. When medication is administered, an entry will be made (one entry per page). Each entry will include the date and time, name of child, medication and dose administered, reason for administration and the signature of the person administering it (Appendix 4).