

SCOIL ÉANNA

ADMINISTRATION OF MEDICATION POLICY

Introduction

While the Board of Management (BoM) has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities, this does not imply a duty upon teachers to personally undertake the administration of medication.

The BoM requests parents to ensure that staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date.

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 BoM. This is the responsibility of the parents/guardians. This may include measures such as self-administration, administration under adult 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 an emergency situation, with particular reference to what may be a risk to the child. If emergency medication is necessary, arrangements must be made with the BoM.

Medicines

- In the case of routine illnesses, prescribed medication such as antibiotics, will **not** be administered by school staff. Non-prescribed medicines will neither be stored nor administered to pupils in school.
- Staff in the school will only administer prescribed medication when arrangements have been put in place as outlined below.
- Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times, must be made with the Principal.
- Staff must not administer any medication without the specific authorisation of the BoM.
- The prescribed medicine must be self-administered if possible, under the supervision of an authorised staff member, if not the parent.
- No member of staff 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.
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

Procedure to be followed by parents who require the administration of medication for their children

- The parent/guardian should write to the BoM requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of the medication. (Appendix 1, Form 1)
- Parents are required to provide written instructions, from the child's doctor, of the procedure to be followed regarding the dosage, administration and storing of the medication. (Appendix 1, Form 2)
- Parents are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult and for ensuring that an adequate supply is available.
- Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication. (as above)
- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what should and what should not be done in an emergency situation, with particular reference to what may be a risk to the child.
- Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.
- An indemnity must be signed by the parents in respect of any liability that may arise regarding the administration of medication.

Procedures to be followed by the Board of Management

- The Board, having considered the matter, may authorise staff members who are willing to administer medication to a pupil or to monitor the self-administration by a pupil.
- The Board will ensure that the authorised persons are properly instructed in how to administer the medicine.
- The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine.
- The Board shall inform the school insurers accordingly.
- The Board shall make arrangements for the safe storage of medication.
- The Board, in consultation with the parents and other staff members, will agree procedures for the administration of medication in the event of the authorised staff member's absence.

Responsibilities of Staff Members

- No staff member can be required to administer medication to a pupil.
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
- Written instructions on the administration of the medication must be provided.
- Medication must not be administered without the specific authorisation of the Board of Management.

- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- A written record of the date and time of administration will be kept (Appendix 4).
- In emergency situations, staff should do no more than is obviously 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
- Parents should be contacted should any questions or emergencies arise.

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 school containing anti-septic wipes, anti-septic bandages, sprays, scissors etc.

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.

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 30/09/2019. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than Autumn 2022.

Signed: *D. W. J. McEneaney*
Chairperson BoM

Date: 30th Sept. 2019

Appendix 1 - Form 1

Administration of Medication to Students

Request to Board of Management of Scoil Éanna

1. I / We, the parents / guardians of ask the Board of Management of Scoil Éanna to allow a member of staff to give medication to my/our child
2. I / We enclose a letter from Dr. stating:
 - (a) Why the medication is needed
 - (b) Name of medication
 - (c) Time the medication should be administered
 - (d) Dosage to be administered
 - (e) Method of administration
3. Should there be any change in medication, I/we will write to the Board of Management before this change takes place to notify them of same
4. I /We understand that the school's insurers will be notified of this arrangement
5. I/We indemnify the Board of Management and school staff in respect of any liability that may arise regarding the administration of the medication

Signed:

Parent / Guardian

Date:.....

Signed:

Parent / Guardian

Date:.....

Scoil Éanna

Béal Átha Beithe, Co. Mhuineacháin A75 XD83



Principal: Catherine Flanagan

Deputy Principal: Diane Murphy

Appendix 1 - Form 2

Administration of Medication to Students

Dear Doctor,

The Board of Management of Scoil Éanna requests that the information required below be provided relating to medication which is administered to students during school hours.

The parents /guardians of have been asked to return the information to the school and to advise of any changes to this regime in the future.

Many thanks for your co-operation in this matter.

Yours sincerely

Principal

Administration of Medicine – Medical Information

Name of Student:.....

Name of Medication:

Why is this medication required:

.....

Time medication should be administered:

Full dosage information:

.....

Additional Information: (e.g. to be taken after meals, etc).....

.....

Signed:

Date: