

## ADMINISTRATION OF MEDICINES POLICY

### **Introduction:**

This policy was drafted through a collaborative process involving staff, parents and the Board of Management. It was ratified by the BOM in December 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 of assistance and duties that can be undertaken by teachers and school staff when notified of medical requirements by parents and guardians

### **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;
- Provide a framework within which medicines may be administered in cases of emergency or in instances where regularised administration is necessary during school hours and has been agreed with parents/guardians.

### **Procedures to follow when children have an ongoing medical condition, a long term illness or a life threatening illness:**

### **Responsibilities for Parents:**

#### **On enrolment/start of each academic year:**

- Parents are required to complete a section on Health/Medication in the Application Form when enrolling their child in the school. This may include

any long term health problems ie Asthma, Diabetes, Life threatening conditions and Allergies etc;

- Parents are also required to fill out Appendix 1 outlining the Medical Condition and needs of the pupil each year thereafter for children with long term conditions or life threatening illnesses;
- Parents may be requested to meet with all staff during a staff meeting to ensure all staff are aware of conditions, symptoms and procedures for pupils with specific medical needs;
- Parents must, in written format, provide the medical conditions, symptoms and procedures in the case of an emergency to the school. This information is then placed at critical points throughout the school.

#### **Changes to medication**

- If and when medical conditions change parents must inform the Board in writing outlining the changes to condition, medication or dosage. Appendix 1 will need to be filled out again outlining these changes.

#### **In-school procedures**

- Parents are encouraged to administer medicines outside of school hours.
- Parents may also make an arrangement to administer medicines in school if necessary;
- Parents are made aware that the school generally advocates the self-administration of medicine under the supervision of a responsible adult exercising the standard care of a prudent parent.
- Parents are made aware that under no circumstances will non-prescribed medicines be stored in the school;
- Parents are made aware that they must inform the school/class teacher either by writing or by a phone call if there is a need for their child to self administer medicine i.e. Antibiotics etc;
- Prescribed medicines will only be administered after parents of the pupil concerned have written to the Board of Management stating that their child will self-administer (as stated on Appendix 1 and completing Appendix 4) or requesting the Board to authorise a member of the staff to administer the medicine (completing Appendix 3 and 4). They must also put in writing that they request storage facilities;
- Where parents have requested storage facilities for prescribed medicines and when a child requires self administration on a daily basis such medication will be stored in the Secretary's office. Parents are responsible for the provision of this medication, notification of change of dosage and replenishing it when required. Medication must be brought to

the school by the parent only and any emergency medication must have exact details of how it is to be administered;

- Parents must have Appendix 1 filled out outlining the pupil's medical condition and needs;
- Where children are suffering from life threatening conditions, parents/guardians must clearly outline, in writing to the BOM, what should be done in a particular 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. All of this emergency information must be filled out on Appendix 2;
- Parents will be made aware that during an emergency situation staff will try to secure qualified medical treatment at the earliest opportunity;
- Where no qualified medical treatment is available and circumstances warrant immediate medical attention parents are made aware that staff members may take a child into Accident and Emergency without delay. Parents will be contacted simultaneously.

#### Responsibilities for the Board of Management

- The BOM requests parents to ensure that teachers and BOM be made aware in writing of any medical condition suffered by any child in a class whereby self administration of medicine or administration by a staff member is necessary;
- 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 school staff to do so and filled out Appendix 3;
- The BOM will seek indemnity from parents in respect of any liability arising from the administration of medicines by a staff member or the self-administrations of medicines either in school or during school related activities by getting the parents to sign Appendix 4 each year;
- The BOM must sign appendix 5 when sanctioning the authorisation of staff member(s) to administer medicines
- The BOM must inform the school's insurers accordingly of medication for life threatening conditions.

#### Responsibilities for Principal

- The Principal must keep all staff informed of any pupil with specific medical needs;

- The Principal will keep all correspondence related to medical needs in the school Medical Register which is kept in the Secretary's office;
- The Principal, each year, will create the Medical Register which has the following details:

List of children in each class with medical needs

Copies of Appendices signed by parents

Photo of the child/ren with medical needs

Up to date contact details of parents of child with medical needs

Up to date emergency/medical phone numbers;

- The Principal will show this Medical Register to all members of staff at the start of the year, and to relevant class teachers. It will also be shown to new staff or substitute teachers as needs arise throughout the year;
- The Principal will put relevant emergency medical procedures on display in key locations within the school
- The Principal must inform teachers about any medical needs or conditions when children are going on trips outside of school;
- In an emergency situation qualified medical assistance will be secured at the earliest opportunity and the parents contacted by the Principal or staff.

### Responsibilities for teachers

- 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 teacher who has the pupil in his/her class must keep a written record of the date and time of administration either by pupil or staff member of medicine;
- **No teacher is obliged to administer medicine or drugs to a pupil and any teacher willing to do so works under the guidelines of this policy;**
- **In the case of an emergency, teacher should do no more than is necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm;**
- **During an emergency situation qualified medical treatment should be secured at the earliest opportunity;**
- **Where no qualified medical treatment is available and circumstances warrant immediate medical attention staff members may take a child into Accident and Emergency without delay. Parents will be contacted simultaneously.**

### **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.

**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:**

Parents/guardians maintain responsibility for their child's medicines, medical treatment and self-medication and for keeping the school Principal updated on all required medical information and completion of the appendices contained in this document.

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 in December 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 2018.

**Implementation:**

The policy has been implemented since December 2016.

Signed:

\_\_\_\_\_  
Chairperson of BOM  
Fr. Denis Browne

\_\_\_\_\_  
Principal of St. Joseph's NS  
Ms. Audrey McCarthy

**Appendix 1 - Medical Condition and Administration of Medicines**

To be filled out on enrolment and the start of every academic year

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_  
Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Emergency Contacts**

1) Name \_\_\_\_\_ Phone No: \_\_\_\_\_

2) Name \_\_\_\_\_ Phone No: \_\_\_\_\_

3) Name \_\_\_\_\_ Phone No: \_\_\_\_\_

4) Name \_\_\_\_\_ Phone No: \_\_\_\_\_

Child's Doctor Name \_\_\_\_\_ Phone No: \_\_\_\_\_

Medical Condition: \_\_\_\_\_

\_\_\_\_\_

Prescription Details: \_\_\_\_\_

\_\_\_\_\_

Storage details: **BALLYMITTY N.S**

\_\_\_\_\_

Dosage required:

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# PROPERTY OF

Is the child to be responsible for taking the prescription him/herself?  
Please tick either Yes or No:

Yes \_\_\_\_\_ or No: \_\_\_\_\_ (If No: Complete Appendix 3)

Please outline what action is required if the child is responsible for taking the medication him/herself:

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I/We understand that arrangements for the storage of emergency medicines, which must be readily accessible at all times, must be made with the Principal.

I/We understand that we must inform the school/teacher of any changes of medicine/dosage in writing and that we must inform the teacher each year of the prescription/medical condition.

Signed: \_\_\_\_\_  
Parent/Guardian Parent/Guardian

**\*\*Please attach any other relevant documents which are relevant to the administration of medicine - ie letters from GPs/Doctors/Medical Specialists**

# BALLYMITTY N.S

## Appendix 2 - Emergency Procedure Plan

In the event of \_\_\_\_\_ displaying any of the following symptoms of his medical difficulty

Symptoms: \_\_\_\_\_

**PROPERTY OF**



The following procedures should be followed:

Procedure:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Permission for emergency medication (please tick correct reply)

In the event of an emergency, I agree \_\_\_\_\_ I do not agree \_\_\_\_\_  
with my child being brought to Accident and Emergency by a staff member or providing  
treatment as set out by emergency services.

Signed by parent: \_\_\_\_\_  
Print Name : \_\_\_\_\_

Date: \_\_\_\_\_

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

Appendix 3 - Request to the Board of Management for  
Administration of Medicines

I/we, the undersigned, request the Board to authorise a member of staff to administer medication to my/our child \_\_\_\_\_ during the school day as it is absolutely necessary for the continued well being of my/our child.

I/We understand that arrangements for the storage of emergency medicines, which must be readily accessible at all times, must be made with the Principal.

I/We understand that we must inform the school/teacher of any changes of medicine/dosage in writing and that we must inform the teacher each year of the prescription/medical condition.

Signed: \_\_\_\_\_  
Parent/Guardian Parent/Guardian

Date: \_\_\_\_\_

**BALLYMITTY N.S**



Appendix 5 -For the Board of Management to sanction  
administration of Medicine

**PROPERTY OF**  
We, the Board of Management of St. Joseph's NS, Roll No: 17554O,  
authorise a member of staff to administer medicines for the child  
named below, in accordance with the information provided in  
Appendix 1.

Name of Pupil: \_\_\_\_\_

Signed: \_\_\_\_\_  
Chairperson of Board of Management

Date: \_\_\_\_\_

**BALLYMITTY N.S**

**Tick Sheet to be checked when a child has specific medical needs - Yes or No**

1.	Have the parents/guardians filled out relevant medical information on the school Application/Enrolment Form?		
2.	Have the parents/guardians filled out Appendix 1 outlining the medical conditions and administration of medicines		
3.	Have the parents filled out Appendix 2 outlining the Emergency Procedure Plan?		
3.	Have the parents/guardians written to the BOM and filled out Appendix 3 requesting the authorisation for a member of staff to administer medicines		
4.	Have parents/guardians met with staff to outline medical needs, symptoms and procedures in the case of an emergency, if deemed necessary by the BOM/Principal?		
5.	Have the parents/guardians supplied in written format the necessary information about medical needs, symptoms and emergency procedures to the principal?		
6.	Has the principal placed this information at critical points throughout the school?		
7.	Has the Board of Management sought indemnity from parents/guardians in respect of any liability arising from the administration of medicines by asking parents to sign Appendix 4		
8.	Has the Principal informed relevant staff at the start of the year about pupils with specific medical needs?		
9.	Is there an updated Medical Register in the school?		
10.	Is there a First Aid box in the school with all relevant medical supplies?		
11.	Has the Chairperson signed this Tick Sheet?		

**Signed:** \_\_\_\_\_

**Chairperson of the BOM**