



# Scoil Naisiúnta Rónáin Naofa Cluain Lua

St. Ronan's N.S., Cloonloo, Boyle, Co. Sligo

Tel: 071 - 9663684

## Administration of Medicines Policy

### Introduction:

This policy was recently drafted through a collaborative school process and was ratified by the Board of Management on 25<sup>th</sup> October 2018.

### 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
- 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
- Fulfil 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:

**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.**

- 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.
- 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 outline clearly proper procedures for children who require medication for life threatening conditions.

- Information on medical conditions/medicines being taken must be communicated to all relevant teachers/members of staff in case of an emergency or where there might be a direct effect on behaviour/learning.
- 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
- This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.
- 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 teaching staff to do so.
- 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.
- A small quantity of prescription drugs will be stored in the staffroom if a child requires self-administering on a daily basis or has an urgent medical need and parents have requested storage facilities.
- Parents are responsible for the provision of medication and notification of change of dosage.
- Under no circumstance will non-prescribed medicines be either stored or administered in the school.

### **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 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 (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 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. (Appendix 1, 2 or 3)
2. Parents must write requesting the Board of Management to authorise the administration of the medication in school or away from school if on a school related activity at the time the medicine is to be administered.
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 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 contacted
- It is not recommended that children keep medication in bags, coats, etc.
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

## **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.

Parents/guardians are immediately contacted. If they cannot be contacted, the child is taken for medical attention where necessary. Parents have given permission on school enrolment forms to take child to hospital in case of accident or serious illness.

If the considered opinion of the staff is that immediate professional help is required, an ambulance is called.

On rare occasions the staff may agree that taking the child to Accident & Emergency in a private car is a more prudent option particularly in the case of rapid blood loss. A minimum of two staff members must accompany the child if this situation arises.

Parents are kept informed of developing situations.

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. It is the parent's responsibility to notify the school of any changes to emergency contact details during the school year.

## **First Aid Kit:**

A medical kit is taken when children are engaged in out of school activities such as tours, football games and other activities.

A first aid box is kept in the staffroom. See the Accident, Injury and First Aid Policy.

## **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

First Aid Officer and the maintenance and replenishment of First Aid Boxes is her responsibility.

**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 October 2018. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than October 2020.

**Implementation:**

The policy will be implemented immediately.

Adopted by Board of Management on \_\_\_\_\_  
Date

Signed \_\_\_\_\_

Chairperson, Board of Management

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

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 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 \_\_\_\_\_

**Appendix 2  
Allergy Details**

Type of Allergy: \_\_\_\_\_

Reaction Level: \_\_\_\_\_

Medication: \_\_\_\_\_

Storage details: \_\_\_\_\_

Dosage required: \_\_\_\_\_

Administration Procedure (When, Why, How)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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 \***

Pupil's Name: \_\_\_\_\_

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

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

Medication: \_\_\_\_\_

Dosage Administered: \_\_\_\_\_

Administration Details (When, Why, How)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

*\*Depending on the frequency of the medicine to be administered, this form may need to be edited to suit the needs of the child.*