

Administration of Medicines Policy

Introductory Statement

The staff of Kiltiernan NS formulated this policy through the process of reviewing earlier policies in September 2014.

Rationale

Our pupils' health and safety is of prime concern to us as a staff and school community. It is therefore essential to have clear guidelines available to all those who work in our school to ensure the health and safety of all our pupils. Our Mission Statement **strives to ensure provision of "a safe learning environment" where we can "value the individuality of each child" in our care.**

Aims

We aim to

- **Provide a safe learning environment where the needs of children with long term medical needs are met following approval and consent of the Board of Management**
- **Liaise regularly with the parents/ guardians of these children to be responsive and informed of their current needs and treatment**
- **Make this information available to all the relevant parties: staff, parents, pupils and visitors**

- **Make provision to minimise hazards and health risks to both children and staff**
- **Provide a framework in which medicines may be administered in cases of emergency or in cases where routine administration of medicines has been agreed and in consultation parents and guardians**

Medical Information

In –School Procedures:

Parents are required to complete a Health/Medication section when enrolling their child/ren in the school. 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.

- 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. 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
- The school generally advocates the self-administration (e.g. inhalers) of medicine. Prescription drugs will be stored in the staffroom for the designated child who

requires self-administration on a daily basis, or in case of emergency where parents have requested storage facilities. Parents are responsible for the provision of medication and notification of change of dosage and expiry date checks.

- 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 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 personally to undertake the administration of medicines or drugs.

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 and 3)
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 4)

5. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary and check expiry dates
6. Emergency medication must have exact details of how it is to be administered
7. The B.o.M. 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
- A teacher/SNA can formally reserve the right to refuse to administer medicines/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.

The following guidelines are in place with regard to pupils with a Nut Allergy

1. Staff dealing with the pupil do not eat nuts of any item with nut trace
2. Advise children not to offer or exchange foods, sweets, lunches etc.
3. If going off-site, medication must be carried.

In the event the pupil comes in contact with peanuts

1. Administer 5ml Zirtec/Sudafed or other antihistamine immediately. It is important that the pupil be kept calm to allow him to breathe calmly as he will experience discomfort and sensation of his/her throat swelling. If possible (s)he needs to drink as much water as possible. These steps should allow him/her to recover fully.

2. Only in the event of anaphylactic shock should the pen be administered (don't be afraid to give if not sure). Pen is stored in the medicine cabinet in the staffroom. Before or immediately after Pen has been administered, an ambulance must be called.

Indicators of shock include

Symptoms of shock can include, wheezing, severe difficulty breathing and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhoea.

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. 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 outline clearly 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.

A First Aid Box containing anti-septic wipes, anti-septic bandages, steri-strips, gloves, cotton wool, scissors etc. is stored under the sink in the staffroom.

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 Assistant Principal is the Safety Officer in the 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 in Kiltiernan N.S. 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 October 2014.

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: _____

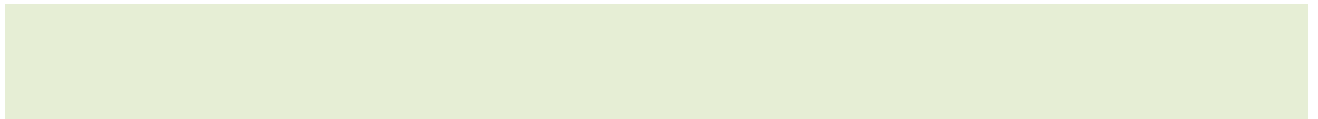
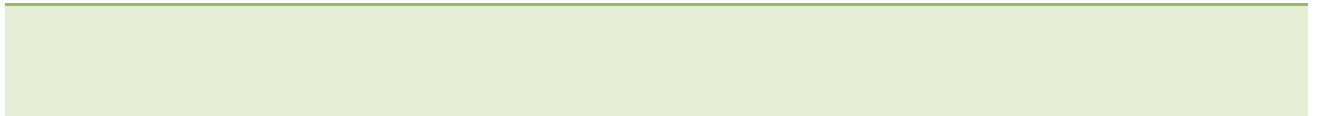
Phone: _____

Child's Doctor: _____

Phone: _____

Email address: _____

Medical Condition(s):



Prescription Details

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 wellbeing 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 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: _____ Parent/Guradian

_____ Parent/Guardian

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:

Time administered	Medication

Administration Details (When, Why, How)

Signed: _____

Date: _____

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