

Bennettsbridge N.S.

Administration of Medicines Policy

Introduction:

The policy was drafted through a collaborative school process involving the Board of Management, all staff members and parents.

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
- To outline procedures for the administration of prescribed medication for long term medical conditions
- To outline procedures to deal with emergency medical situations due to long term medical conditions
- Safeguard school staff that are willing to administer medication
- Protect against possible litigation.

Relationship to School Ethos:

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. 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 school promotes positive home-school contacts, not only in relation to the welfare of children, but in relation to all aspects of school life

Aims of this Policy:

- 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 self-administration has been agreed with parents/guardians.

This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.

Bennettsbridge N.S.

School Procedures in Bennettsbridge N.S.

No staff member is obliged to administer medicine or drugs to a pupil. Any staff member willing to do so works under the controlled guidelines and authorisation of the school's Board of Management as outlined in this policy.

- It is advised that any child who shows signs of illness be kept at home
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.
- Non-prescribed medicines or routine antibiotics will neither be stored nor administered to pupils in school.
- 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 is the responsibility of the parents/guardians. This is done via Health/Medication section on the school Enrolment form when enrolling the child in the school. When new medical conditions present at any point during the child's time in school parents are requested to inform the school
- If there are long-term medical conditions and or life threatening conditions are present which necessitate the administration of prescribed medication or emergency medication in school, parents will then be asked to complete a Pupil Care and Emergency Plan (Appendix 1). This form requests the Board of Management to authorise the taking of prescription medicine or emergency medication during the school day. It must also contain clear written instructions of the procedures to be followed in administering the medication with particular reference to what may be a risk to the child. It would include measures such as administration under parental supervision, self-administration under supervision of school staff, or administration by staff in emergency situations. The Board shall support and implement the child's Care and Emergency Plan agreed between the school and parents. When and where necessary The Board and school staff will seek advice and comply with best practice as outlined by from the Asthma Association of Ireland www.asthmasociety.ie, Diabetes Federation of Ireland www.diabetes.ie, Anaphylaxis Ireland anaphylaxisireland.ie and Epilepsy Ireland www.epilepsyireland.ie.
- 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 or a designated adult. The Board of Management will provide storage facilities in the secretary's office for a small quantity of medication and if a child requires self-administering on a daily basis the BOM requests parents to store medication in school in this way. Individual arrangements for the storage of certain emergency medicine, which must be readily accessible at all times must be made with the principal. These arrangements will be outlined in the child's individual Care and Emergency

Bennettsbridge N.S.

Plan. If this is not possible the parent/guardian or designated adult must bring in and collect medication on a daily basis to the class teacher. It is the responsibility of the parent/ guardian to ensure that all medication is delivered and collected in this way. All medication must be clearly labelled with child's name and must have exact details of how it is to be administered.

- Under no circumstances should children bring or store medication in their schoolbags, coats etc. Parents are responsible for the provision of medication, notification of change of dosage and replenishing when necessary in advance of best before dates.
- The school 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.
- In emergency situations the procedure outlined by parents in the child's Care and Emergency Plan will be followed. Staff should do no more than is necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. At the earliest opportunity medical advice will be sought and followed. Parents will be contacted simultaneously.
- By signing the pupil's Care and Emergency Plan (Appendix 1) parents indemnify the Board of Management and all staff members in respect of any liability that may arise regarding the administration of prescribed and / or emergency medication.
- A written record of the date and time of administration must be kept by the person supervising or administering it (Appendix 2 and Appendix 3)
- All correspondence related to the above are kept in the school, in the child's individual medical file and in the Administration of Medicine Record Folder, both of which are stored in the medical drawers in the secretary's office. Details are also stored on the school Aladdin system and shared with school staff as appropriate.
- 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. Parents are regularly requested to inform the school of any changes in contact details.
- Parents must inform the Board of Management in writing of any improvement or deterioration in their child's medical condition and the medication consequences thereof.
- If going off-site, medication must be carried.
- The BoM must inform the school's insurers accordingly.

Bennettsbridge N.S.

First Aid Boxes:

- A first aid box is stored safely in the secretary's office containing gauze, adhesive plasters, sterile eye pads, individually wrapped triangular bandages, safety pins, disposable sterile gloves, sterile water, anti-septic wipes, crepe bandages, cotton wool, Vaseline, diluted Savlon solution, warm/cold packs, vinegar, scissors etc.
- Three prepacked travel first aid kits are available for staff to bring for off-site activities.

Roles and Responsibilities:

- The BoM has overall responsibility for the implementation and monitoring of the school policy on Administration of Medication.
- The Board of Management will ensure that staff members have received adequate training in the administration of medicines and will facilitate such training as and when necessary.
- The Principal is the day to day manager of routines contained in the policy with the assistance of the in-school leadership team and all staff members in the school.
- Parents should ensure that these procedures are clearly understood before submitting any request to the Board of Management.

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 medicine remains with parents/guardians

Ratification and Review:

This policy was ratified by the BoM on **19th March 2024**. It will be implemented with immediate effect and reviewed as deemed necessary in the event of incidents or on the enrolment of child/children with significant medical conditions.

Signed: _____

See Booth (Acting Chairperson)

on behalf of the Board of Management.

Date: _____

19/3/2024

Bennettsbridge N.S.

Pupil's Care and Emergency Plan Medical Condition and Administration of Medicines (Appendix 1)

1: Personal Details

Child's Name	
Address	
Date of Birth	

2: Emergency Contacts

Name	Phone No	Relationship to child
1.		
2.		
3.		
4.		
Child's Doctor		

3: Medical Details

Name of Medical Condition (if applicable)
Allergy (if applicable) Type of Allergy: _____ Reaction Level: _____ Outline Potential Risks to your child _____ _____ _____ _____

Bennettsbridge N.S.

4: Medication

Is medication required in school ? (Please tick as appropriate)

Yes _____ No _____

If 'Yes' please fill in the following;

Name of Medication: _____

Dosage: _____

Frequency: _____

Administration Procedure: _____

5: Storage

Storage:

Will medication be stored in school as described in policy? (Please tick)

Yes _____ No _____

6: Regular Administration

Regular Administration of Medicine eg. asthma

My child is capable of self- administering under the supervision of a staff member.

Yes _____

Bennettsbridge N.S.

7: Emergency Procedures

Please complete

In the event of _____ displaying any symptoms of his/her medical difficulty, the following procedures should be followed.

Symptoms:

Procedure

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

- *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 we must inform the school/teacher of any changes in the medical condition and of changes in the medicine/dosage in writing.*
- *I/We understand that if medication is not stored in school, the responsibility lies with the parent/guardian or designated adult to bring in and collect medication on a daily basis.*
- *I/We understand that we must inform the Class 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 _____

Bennettsbridge N.S.

Appendix 2

Record of Administration of Medicines

Pupil's Name	
Date of Birth	
Medical Condition	
Name of Medication	
Date of Administration	
Dosage Administered	
Administration Details	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Signed: _____

Date: _____

Bennettsbridge N.S.

Appendix 3

Record of Regular Administration of Medicine

Pupil's Name	
Date of Birth	
Medical Condition	
Name of Medication	
Dosage Administered	
Administration Details	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Supervising Staff Member will sign and date each administration of medicine.

Month _____

W/C	Mon	Tues	Wed	Thurs	Fri

Month _____

W/C	Mon	Tues	Wed	Thurs	Fri

Month _____

Bennettsbridge N.S.

W/C	Mon	Tues	Wed	Thurs	Fri

Month _____

W/C	Mon	Tues	Wed	Thurs	Fri

Month _____

W/C	Mon	Tues	Wed	Thurs	Fri

Month _____

W/C	Mon	Tues	Wed	Thurs	Fri