



Yellow Furze National School Administration of Medicines Policy

Introduction:

An Administration of Medication policy has been in existence in the school since 2002

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 to deal with a pupil with a nut allergy in our school
- Safeguard school staff that are willing to administer medication
- Protect against possible litigation.

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
- Fulfill 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:

Parents are required to complete a Health/Medication section on the enrolment form when enrolling their child/children 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 school staff to do so. Under no circumstance will non-prescribed medicines be either stored or administered by the school. Parents must not send in any form of medicine with children. 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 Administration Office if a child requires self-administering on a regular basis and parents have requested storage facilities. Parents are responsible for the provision of medication and notification of change of dosage.
- 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 at the start of each new

school year. 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 by parent/guardian 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. 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. It is the responsibility of the Parents to demonstrate use of Epipens / Anapens or any other equipment / medication delivery system at the start of each term.

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

1. Staff dealing with the pupil do bring any items containing nuts into the classroom
2. Instruct children not to offer or exchange foods, sweets, lunches etc.
3. Parents of other children in the class requested not to send nuts/ nut spreads or other products containing nuts for lunches/snacks
4. If going off-site, the teacher must bring the appropriate medication.
5. Photos of children with allergies or requiring medication in Staff Room

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 instructions of the procedure to be followed in administering the medication.
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 of administration must be kept by the person administering it (Appendix 2).
5. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary. They must ensure all medication held by the school is within its 'use by' or 'expiry date' and demonstrate how specific equipment is used to deliver medication i.e. inhalers, epipens, anapens etc. at the start of every term
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 Administration of Medicine Folder in Principal's Office.

Medicines

- Non-prescribed medicines will neither be stored nor administered to pupils in school.
- Teachers/SNAs/ School Secretary 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.
- The prescribed medicine must be self-administered if possible, under the supervision of an authorised Teacher/SNA/Secretary if not the parent
- No teacher/SNA/ Secretary can be compulsorily required to administer medicine or drugs to a pupil if they do not wish to do so.
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted.
- Children are not permitted to keep medication in bags, coats, etc.
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

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 by calling 112/999

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, the proper procedures for children who require medication for life threatening conditions, as outlined in our Request to Administer Medicine Form.

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 is kept in the office containing bandages, plasters, steri-strips, 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.

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

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 all children
- Positive feedback from parents/teachers
- Ensuring the primary responsibility for administering medicines remains with parents/guardians

Review: This policy was approved by the BoM in May 2012 and on April 2017.

Appendix 1 to Admin of Medicine policy**Request Form to Administer Medicine**

Childs Name:			
Address:			
Date of Birth:		Class:	
Mother Contact Details	Home	Mobile	Work
Father Contact Details	Home	Mobile	Work
Emergency carer Contact Details	Name:		
	Home:	Mobile:	Work:
Emergency carer Contact Details	Name:		
	Home:	Mobile:	Work:
Child's GP Details	Name & Address:		Telephone:

Medical Condition	
Prescription Details:	
Storage Details: (ambient temp /store in fridge etc)	
Dosage required:	

It is the parent's responsibility to

a) ensure all medication held by the school is within its 'use by' or 'expiry date'

b) demonstrate how specific equipment is used to deliver medication i.e. inhalers, epipens, anapens etc. at the start of every term.

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 acknowledge that it is my/our responsibility to ensure:

- That the school has the name and dosage of the medication
- That the school and authorised teachers/staff have written instructions of the procedure to be followed in the administration and storage of the medication and/or equipment.

- That the medication is delivered to the school and handed over to a responsible adult.
- That an adequate supply is available to the school.
- That any changes in prescribed dosages or medicines are communicated to the school in writing together with any changes in administering same and/or storage instructions if different from that originally issued.
- That medication / equipment is clearly labelled with the pupil's name.

I / We understand that no school personnel have any medical training. I/We agree to indemnify the school, Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medication in school and acknowledge that the Board of Management will inform the school's insurers accordingly.

Parent Signature	Parent Signature
Date	Date

Request Form to Administer Medicine Allergy/ Illness and Medication Details

Pupil Name:	
Type of Allergy / Illness	
Reaction Level and Triggers (if known)	
Medication	
Dosage Required: Regular Medication taken inside School Hours: Emergency Medication - give full details including dosage	
Administration Procedure (When, Why, How) Include points for responsible adult to be aware of if monitoring self-administration by pupil.	
If your child suffers from a potentially life threatening condition, please outline clearly what should and should not be done in a particular emergency situation and what may constitute a risk to your child.	

Emergency Procedures

Appendix 3 to Admin of Medicine Policy

List of Responsibilities re Administration of Medicine

Task	Person Responsible	Frequency
List children with allergies in each class	Principal	Annual (at start of school year)
Update photos of each child with allergies, post in Staff Room	Secretary	Annual
Update 'Administration of Medicine List' to include any new entrants	Secretary	Annual (and as necessary)
Ensure 'Record of Admin. Of Medicine' Form is updated and located in Medicines Storage Box / Drawer	Secretary	Annual
First Aid Box		
Ensure supplies are replenished in office box	Principal / Secretary	At start of year
Travel Kit should also be replenished	Principal / Secretary	At start of year
Remind Teachers to bring inhalers / epipens on tours etc.	SNA's / Teachers / Secretary	As required