

# Le Chéile National School

## Administration of Medicines Policy

### **Introduction:**

An Administration of Medication policy has been in existence in the school since June 2020. The policy was recently drafted through a collaborative school process and was ratified by the Board of Management (BoM) 2 /6/2020.

### **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:**

Parents are required to complete a Health/Medication 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 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 under the supervision of a responsible adult, exercising the standard of care of a prudent parent. No non prescribed medicines are stored on the school premises. A small quantity of prescription drugs will be stored in the Classroom if a child requires self-administering on a daily basis and parents have requested storage facilities. Parents are responsible for the provision of medication and notification of change of dosage

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- 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. In the current climate of the Covid 19 Pandemic, medicines will be administered in accordance with Covid-19 safety measures, that being socially distancing when administering medication except in the case with epilepsy medication or life threatening conditions or care of a very young child or child with additional needs that may need support.

## 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 [Principal /Teacher/Secretary](#) 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 (A),1 (B),2 or 3)
2. The Principal then brings this to 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 in date, has a clearly labelled prescription sticker on it with the child's name and is effective and 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 ([Name insurer](#))
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

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- 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. 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 suffer from epilepsy, 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.

See care of person with epilepsy in the first aid policy and also draw your attention to these links which are also in the policy

1. Treating a person with an epileptic seizure with Buccal medazolam

[https://youtu.be/nmK\\_kWYb-Oo](https://youtu.be/nmK_kWYb-Oo)

<https://youtu.be/L51odJRrUrE>

If a pupil has diabetes, epilepsy, Haemophilia, a heart problem or any other severe illness, the relevant signs and symptoms must be allayed to the staff and any treatment required provided in written format giving clear explanations of how best to care for the child.

Care plans must be provided for all children who have illnesses.

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.

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## **First Aid Boxes:**

A full medical kit should be 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 each individual classroom containing sterile water or saline for cleaning, gauze, meopore bandages, cotton wool, plasters,[note: the classroom-based kit should be kept under lock and key for health & safety reasons]

## **Defibrillator**

A defibrillator is kept inside the secretary's office to the left of the door and affixed to the wall. It is checked regularly to ensure it is fully functional and that the chest pads are in date.

## **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.

### **Covid 19 symptoms**

If a child presents with any covid symptom ,i.e fever, cough, shortness of breath, lack of taste or smell, they should not come to school or if in school they should go home and the parent/ Guardian should contact the doctor.

Any child with a cold and well otherwise may attend school unless they have taken medication for same in the last 48 hours.

## **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 maintenance and replenishment of the main First Aid kit in the staff room and emergency medications such as;

- Adrenaline for cardiac arrest
- Dispirin for heart attack
- Glucagon for diabetes
- Salbutamol (Ventolin) for asthma
- Buccal Medazolam for epilepsy
- 

**are the responsibility of Niamh O' Sullivan.**

**The smaller first aid kits are the class teacher's responsibility** to replenish as when they use up their own supplies they immediately know best what they are running low on. They can add their written order to the main order list in the main first aid press in staff room. When enough orders are in a main order will be put through to the first aid supply company which is Presently Skully first aid.

## **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:**

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This policy was ratified by the BoM in June 2020. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than June 2021.

## **Implementation:**

The policy has been implemented since end June 2020.

## **Appendix 1 (A)**

### **Request for Administration of Medication**

The parent/ guardian must inform the [Principal/class Teacher/ secretary](#), each year of the medical condition and prescription details of any medication to be administered to their child.

· The parent/ guardian must undertake to inform the principal/ class teacher/ office of any changes in medication or dosage. Where there are changes in dosage or time of administration, parent/ guardian or other person designated by the parent/ guardian, should request these changes in writing

I/ We, the parents/ guardians of \_\_\_\_\_ ask the Board of Management of Le Chéile NS to allow my/ our child to be administered the following medication in school.

I understand that the schools insurers will be notified of this arrangement.

I indemnify the Board of Management of Le Chéile NS in respect of any liability that may arise regarding the administration of the medication and will also fill out an indemnity form to this effect.

· Child's full name: \_\_\_\_\_

· Date of Birth: \_\_\_\_\_

· Address: \_\_\_\_\_

\_\_\_\_\_

· The name of the medication to be administered:  
\_\_\_\_\_

· The exact dosage of medication to be administered:  
\_\_\_\_\_

· Time of administration: \_\_\_\_\_

Signature of Parent/ Guardian: \_\_\_\_\_

Date \_\_\_\_\_

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## Appendix 1 (B)

### **MEDICATION & ILLNESS FORM**

Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Parent/Guardian Name: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Medical illness \_\_\_\_\_

G.P.'s Name & Phone No. \_\_\_\_\_

Care Plan provided: \_\_\_\_\_

<b>Illness</b>	<b>Medication &amp; Dose</b>	<b>Observe for</b>
1.		
2.		
3.		

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## Appendix 2

### Allergy Details

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

Allergy to medication. Please tick yes \_\_\_\_\_ or

No \_\_\_\_\_ if yes explain \_\_\_\_\_

\_\_\_\_\_

Reaction Level/Symptoms/ what signs to look out for (e.g. rash, swelling, impaired breathing):

\_\_\_\_\_

\_\_\_\_\_

Medication: YES  NO

**NB – we must receive a doctor's letter detailing dose, administration procedure and steps to be taken. If possible request a pre filled single prescription dose from GP – e.g. epilepsy. Parents are responsible for ensuring that all medications are in date and you must inform staff of any changes to medication.**

Medication Storage details: Room Temp  Fridge

Administration Procedure (When, Why, How)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Parent signature: \_\_\_\_\_

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## Appendix 3

### Emergency Procedures

**In the event of \_\_\_\_\_ displaying any symptoms of his medical Condition, the following procedures should be followed:**

Symptoms/Signs to look out for:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Clearly outline the procedure/ steps to be Taken:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

I request that the Board of Management authorise the taking of Prescription Medicine for my child during the school day as it is absolutely necessary for the continued well-being of my child. I understand that all staff members will act in accordance with the training they have received and will administer medication and first aid as required with all due care and consideration. I understand that we must inform the school/teacher of any changes to the medicine or dose in writing from a doctor. I understand I must inform the Teacher each year of my child's medical condition and directions for administering any necessary medication.

I indemnify all staff and the Board of Le Chéile National School from any liability that may arise from the administration of the medication and first aid.

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



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## Appendix 4

### Incident Report

#### Record of administration of Medicines

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

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

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

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

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

Administration Details/Incident Report  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff Signature: \_\_\_\_\_

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

Parent/ Guardian Signature: \_\_\_\_\_

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## **Ratification and Communication**

This policy was reviewed and approved by the Parents Association Committee at a meeting on \_\_\_\_\_

Signed: \_\_\_\_\_  
On behalf of the Parents Association

The policy was subsequently reviewed and ratified by the Board of Management at its meeting on \_\_\_\_\_

Signed: .....  
Chairperson of the BOM

Date: .....

Its implementation was deemed effective from that date.

A copy of this policy was made available to all members of staff. Parents were made aware of the existence and availability of the policy by means of family note, and this policy is also included on the Le Chéile school website.

## **Timetable for Review:**

A Review of this Policy will be conducted as deemed appropriate, based on the success criteria outlined above.