



Administration of Medicines Policy

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Administration of Medicines Policy

Our Lady of Lourdes N.S.

Introduction:

An administration of medication policy has been in existence in Our Lady of Lourdes N.S. since 2013. This policy was recently redrafted through a collaborative school process and will be ratified by the Board of Management. The Board of Management, staff and parents are responsible for the implementation of this policy.

While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities, this does not imply a duty upon teachers to personally undertake the administration of medication.*

The Board of Management requests parents to ensure that the school is made aware, in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date. Noteworthy medical information will be uploaded to Aladdin and available to each teacher. Children with medical concerns will be highlighted to teacher on enrolment, by the Principal and when changing classes, by the previous class teacher. Each teacher has a responsibility to familiarise themselves with any relevant information on children in their class each September, by accessing information on Aladdin.

*Medication in this policy refers to medicines, tablets and sprays administered by mouth only.

Rationale:

The policy as outlined was put in place to;

- ✓ ensure that the needs of children who require administration of essential medications during the school day are met, in line with best practice
- ✓ ensure that when administration of medication is required to facilitate a fully inclusive environment for our students, every effort will be to accommodate children's needs.
- ✓ clarify areas of responsibility
- ✓ give clear guidance about situations where it is not appropriate to administer medicines
- ✓ indicate the limitations to any requirements which may be notified to teachers and school staff
- ✓ outline procedures to deal with a pupil with allergies in our school
- ✓ safeguard school staff that are willing to administer medicine
- ✓ protect against possible litigation

Relationship to School Ethos:

Our Lady of Lourdes N.S. 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 Board of Management in relation to Health and Safety requirements
- ✓ To provide a framework within which medications may be administered, in cases of emergency, or in cases where a regular administration has been agreed with the parent(s) or guardian(s).
- ✓ To ensure that clear instructions are available to staff on dealing with an emergency medical situation.

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/SNA 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. No non prescribed medicines are stored on the school premises, with the exception of those held for emergency situations.
- 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 many situations of Chronic Illness, a **Care Plan** will be put in place to attempt to meet the needs of the child. Putting together a Care Plan will be done in consultation with the necessary individuals, i.e. doctors, nurse, parents, relevant bodies, class teacher, Principal and S.N.A, as required. The Care Plan needs to be presented and accepted by the BOM.

Life Threatening Condition/Emergencies

- Where a child is suffering from life threatening conditions, 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

(Appendix 1)

- If emergency medication is necessary, arrangements must be made with the Board of Management and a letter of indemnity must be signed by the parents in respect of any liability that may arise regarding the administration of medication. (Appendix 2)
- 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. All situation that are deemed at this level need to be referred to the Principal or Deputy Principal or next most senior member of staff.
- Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, staff members may take a child into Accident and Emergency without delay. Parents/guardians 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 for children with conditions such as epilepsy, diabetes etc. who may have a seizure at any time, 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 are obliged to give up to date contact details to the school.

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
2. Parents must write requesting the Board of Management to authorise the administration of the medication in school or to monitor self-administration of the medication.
3. Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication
4. Where specific authorisation has been given by the Board of Management for the administration of medicine, parents will be informed of the Board's decision and asked to sign an Indemnity form. Parents are responsible for ensuring that (a) the medication is delivered to the school, (b) handed over to a responsible adult (c) an adequate supply is available, and (d) supplies are replenished when necessary.
5. A written record of the date and time of administration must be kept by the person administering it. (Appendix 5)
6. Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions from Medical Professional, of the procedure to be followed in storing and administering the new medication.
7. Where children are suffering from life threatening conditions, parents should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child.(Refer to Care Plan)
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/ The Board of Management must inform the school's insurers accordingly.
9. Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.
10. All correspondence related to the above are kept in the school.

Medicines:

- Non-prescribed medicines will not be administered to pupils in school except in exceptional circumstances as approved by the Principal/Board of Management. If school agrees to administer a non-prescribed medicine (e.g. Zirtek for allergies) parents will be called before administering it unless there is an Administration of Medication/Care Plan in place and signed by parents.
- Teachers /SNAs in the school will only administer prescribed medication when arrangements have been put in place as outlined above. Two signatures will be on record when administering medicine.
- A teacher/SNA must not administer medicine without the specific authorisation of the Board of Management.
- Arrangements for the storage of certain emergency medication, which must be readily accessible at all times, must be made with the Principal. Ensuring medication is in date and ready for use is the responsibility of the parent.
- 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.
- All medication must be handed up to class teacher.
- If at all possible, parents should arrange for the administration of prescribed medicine outside of school hours.

Guidelines for the Board of Management:

1. The Board, having considered the matter, may authorise a staff member to administer medication to a pupil or to monitor the self-administration by a pupil.
2. The principal is the day to day manager of the routines contained in the Policy, with the assistance of all staff members.
3. The Board will ensure that the authorised person is properly instructed/trained in how to administer the medicine.
4. The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine.
5. The Board shall inform the school insurers accordingly.
6. The Board shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.

Guidelines for Staff Members:

- No staff member can be required to administer medication to a pupil.
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
- Written instructions on the administration of the medication must be provided.
- Medication must not be administered without the specific authorisation of the Board of Management.
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- A written record of the date and time of administration will be kept.
- In emergency situations, staff should do no more than is obviously 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.

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

- Staff dealing with the pupil do not eat any item of food during the school day which could trigger an allergic reaction.
 - Advise children not to offer or exchange foods, sweets, lunches etc.
 - If going off-site, medication must be carried.
 - In the event the pupil comes in contact with a food which may trigger an allergic reaction
1. Administer Zirtek or other antihistamine immediately (This is only in the case of a child who has had an antihistamine prescribed in relation to an allergy. The relevant forms must have been completed and submitted to the Board of Management prior to administering this). The pupil should be treated in accordance with his/her individual Allergy Action Plan. It is important that the pupil be kept calm to allow him/ her to breathe calmly. It is the responsibility of parents to provide these details to the school.
 2. Only in the event of anaphylactic shock should the Pen (i.e. epipen, anapen, Jext pen or equivalent) be administered. Pen is stored in the office. An ambulance must be called immediately after Pen has been administered.

Indicators of shock can include

Wheezing, severe difficulty breathing and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhoea.

School Doctor: Dr. Linda O Keeffe, Avonlea Medical Centre, Boreenmanna Rd. Cork

Contact Number: 021 4294415

Infection in school:

Infections in school children are common. However, not all infectious diseases are contagious. In the case of contagious diseases, e.g. chicken pox, infective hepatitis, measles, mumps, rubella, scarlet fever, glandular fever, whooping cough, impetigo, ringworm, head lice, scabies etc., please inform the school immediately. Please keep your child away from school until he/she is clear of infection and check with your GP when your child is fit to return to school. This is in an attempt to reduce spread of infection to other children. Head lice infection can be a regular problem in the classroom. Please check regularly and if you find a problem please treat immediately. Also it is important that you inform us so that we can ask everybody in the class/school to check.

First Aid:

From time to time minor incidents such as cuts and abrasions etc. will occur. The staff at the school will deal with these by washing the cut with antiseptic wipe and if necessary applying a plaster. Plasters will be Hypoallergenic, acknowledging that allergies can exist in relation to plaster adhesive. First Aider will apply plaster when deemed necessary and in good faith. First Aid suppliers have recommended certain brands to reduce risk of reaction. Parents are expected to check under the plaster when the child returns home from school. If for any reason you do not want us to treat minor injuries, please inform the school in writing of same. In that event you will be contacted at home or work and asked to come and attend to your child should the need arise.

Reporting Accidents in the School:

Minor cuts and abrasions will be treated as outlined under 'First Aid'. It is expected that parents check plasters that the child may be wearing on return home from school. General incidents will be reported to the class teacher. Incidents of a more serious nature will be recorded in the incident book. An accident report form will be filed where medical intervention is required. Where a child receives a blow to the head, parents will be notified.

The class teacher is responsible to notify parents of any incidents that might need parental supervision in the evening. Staff should keep a record of how/when this notification is carried out.

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 Board of Management 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. ~~She is also the Safety Officer and is responsible for the maintenance and replenishment of First Aid boxes.~~

The 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

Roles and Responsibility:

The following people have particular responsibilities for aspects of this policy:

Parents/guardians

Teaching staff

Principal

SNAs

Pupils

Secretary

Board of Management

Signed:

Mercedes Campion.
MERCEDES CAMPION
Principal

Signed:

Mandy Fogarty
MANDY FOGARTY
Chairperson, Board of Management

Date:

17/6/21

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 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

(Based on pg. 304-305 of CPSMA Board of Management Handbook) ADMINISTRATION OF MEDICINES IN SCHOOL INDEMNITY

THIS INDEMNITY made on the ____ day of 20____ BETWEEN _____ (lawful Parent/Guardian of _____) (herein after called 'the parents/guardians') of the One Part AND _____ for and behalf of the Board of Management of Our Lady of Lourdes N.S, in the County of Cork (herein after called 'the Board') of the Other Part.

WHEREAS:

1. The parents/guardians are respectively the lawful father and mother of _____ a pupil of the above school.
2. The pupil suffers on an ongoing basis from the condition known as, _____

3. The pupil may, while attending the said school, require, in emergency circumstances the administration of medication viz. _____
4. The parents have agreed that the said medication may in emergency circumstances, be administered by the said pupil's classroom teacher and/or such other members of staff of the said school as may be designated from time to time by the Board.

NOW IT IS HEREBY AGREED by and between the parties here to follow:

- a. In consideration of the Board entering into the within Agreement, the parents/guardians, as the lawful father, mother or legal guardian respectively of the said pupil HEREBY AGREE to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality the said pupil's class teacher and/or the principal of the said school from and against all claims, both present and future arising from the administration or failure to administer the said medicines.

IN WITNESS whereof the parties hereto have hereunto set their hands and affixed their seals the day and year first herein WRITTEN _____

SIGNED AND SEALED by the parent(s)/guardian(s) in the presence of:

SIGNED AND SEALED by the said in the presence of:

Appendix 3
Allergy Details

Type of Allergy: _____

Reaction Level: _____

Medication: _____

Storage details: _____

Dosage required: _____

Administration Procedure (When, Why, How)

Signed: _____

Date: _____

Appendix 4
Emergency Procedures

In the event of _____ displaying any symptoms of her 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 5

Record of administration of Medicines

Pupil's Name: _____

Date of Birth: _____

Medical Condition: _____

Medication: _____

Dosage Administered: _____

Administration Details (When, Why, How)

Administered by: _____

Signature: _____

Witnessed by: _____

Signature: _____

Date: _____