



Tag:/Re: Polasaí - Administration of Medicines

Administration of Medicines Policy

Introduction

This policy was created through a collaborative process involving teachers, staff members and the Board of Management.

Rationale

The policy, as outlined, was put in place to:

- Foster and develop a positive and nurturing environment for any child with a medical condition attending the school
- Provide directions on the management of chronic medical conditions in the school
- Clarify the responsibilities for the administration of medicine to children in the school in cases of both chronic and minor health issues
- Provide guidance on situations where it is not appropriate to administer medicines
- Safeguard school staff who are willing to administer medicines from any possible litigation that may arise from the same

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 provides clarification in relation to the administration of medicines and 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
- Provide a framework within which medicines may be administered to children
 - in cases of chronic illnesses
 - in cases of minor illnesses
 - in case of an emergency

In-School Procedures

- Parents must provide details of any medical conditions affecting their child during the enrolment process or as the need arises for example asthma, diabetes, epilepsy, anaphylaxis, allergies.
- Details of medical conditions affecting children will be kept in the office and these details will be provided to all substitute teachers as required.

- Parental contact and emergency contact details for all children will also be maintained and available in the office
- 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. This does not imply a duty on teachers personally to undertake the administration of medicines or drugs to pupils.
- No member of staff can be forced to undertake the administration of medicine to any pupil. Where a member of staff agrees to administer medicines to a child in the school, this will be undertaken in accordance with the procedures defined in this policy only.
- Only Medicines prescribed by a Doctor can be administered in the school. Under no circumstances will un-prescribed medicines be administered or stored on the school premises. An exception to this is occasional pain relief provided by the parent and stored in the office. An email / note outlining dosage required is required from the parent.
- The school generally advocates that medicines are administered outside the school day. Where this is not possible parents are requested to come to the school to administer medicines to the pupil at the office during lunchtime or during the school day as appropriate. 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 letter from a parent requesting that a teacher or any member of staff administer medicines to their child in case of an emergency will be accepted as a safeguard against any possible litigation or harm arising from the administration of medicines or drugs.

Chronic Medical Conditions

Where there are children with long-term medical conditions in school, (e.g. asthma, diabetes, epilepsy, anaphylaxis, allergies) 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 addition to this, parents must ensure their child's Teacher is made aware of the symptoms of their child's medical conditions. The teacher should be made aware of the signs/symptoms of any illness and also informed of any potential triggers e.g.(asthma, diabetes, epilepsy, anaphylactic shock, allergies etc.). Asthma inhalers will be kept by the pupil. The child's name and detailed usage instructions must be on the medication. Glass bottles cannot be kept in school bags.

Life Threatening Condition

Where children are suffering from life threatening conditions (e.g. asthma, diabetes, epilepsy) 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.

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 the following:
 - a. details of the condition
 - b. 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 and time of administration must be kept by the person administering it
5. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary
6. Emergency medication must have exact details of how it is to be administered
7. A Request for Administration of Medication – Information and Consent form (Appendix II) must be signed by the parents agreeing that they indemnify the Board of Management from any liability that may arise regarding the administration of medication.
8. Copies of all correspondence relating to these cases will be kept in the school

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 (i.e. calling an ambulance) 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.

First Aid Boxes

A First Aid 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 secretary's office containing anti-septic wipes, bandages, sprays, steri-strips, cotton wool, scissors etc. Where a child has emergency medication the teacher must ensure that they bring these medications with them on school tours. They must also ensure that they are returned to the appropriate place upon return to school.

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 cannot be facilitated. A child who is too sick to be outdoors with their 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 the Administration of Medicines. The Principal is the day to day manager of routines contained in the policy with the assistance of all staff members. The school secretary is the responsible for the maintenance and replenishment of First Aid Boxes.

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
- Feedback from parents/teachers
- Ensuring the primary responsibility for administering of medicines remains with parents/guardians

Implementation

This policy will be implemented during the school year 2021-2022.

Review

This policy will be reviewed on an ongoing basis or sooner should a need arise. Parents and staff will be informed of any amendments made.

Ratification

This policy was ratified by the Board of Management on 21/09/2021.

Signed:  Date: 20/09/2021 (Principal)

Signed:  Date: 20/09/2021 (Chairperson)

APPENDIX 1: Request for Administration of Medication – Information and Consent

Request for Administration of Medication –Information and Consent

Child's name _____

Date of birth _____

Name of medication _____

Dosage _____

Under what circumstances should medication be given:

Condition for which medication required: _____

Please give detailed instructions on how this medication should be administered:

Other medication being taken (if relevant): _____

My child CAN /CAN NOT self-administer this medication (circle one).

GP name _____

Phone no. _____

1st Emergency contact _____

Mobile no. _____

2nd Emergency contact _____

Mobile no. _____

Storage Details:

I consent for staff members in the School to administer/supervise administration of _____, in dosage of _____, to my child under the circumstances outlined above. I understand that information about my child's medical condition and treatment will be shared with School staff, and in the event of an emergency with the GP or other medical personnel. I also consent to the disclosure of this information to the School's insurers if required. I/we request that the Board of Management authorise the taking of Prescription Medicine during the school day when it is absolutely necessary for the continued well-being of my/ our child as outlined above. I/we understand that we must inform the school/teacher/SNA of any changes of medicine/dose in writing or via email and that I/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 of Management, without prejudice to the generality, the said pupil's teacher, SNA and staff members from any liability both present and future, arising from the administration or failure to administer the said medicines.

Signed: _____ Parent/ Guardian.

Signed: _____ Parent / Guardian.

Signed: _____ Principal on behalf of Board of Management

Date: _____

APPENDIX II: Administration of Medicine Log

Pupil's Name:

| DATE/TIME | MEDICATION | DOSAGE | ADMINISTERED BY | WITNESSED BY |
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