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Polasaí Leighis

Administration of Medicines Policy

Reamhrá/Introduction:

An Administration of Medication policy has been in existence in the school since 2010. The policy was recently redrafted through a collaborative school process and was ratified by the Board of Management (BOM) on Méan Fómhair 2014.

Rational:

The policy as outlined was put in place to:

- Clarify areas of responsibility
- To give clear guidance about situations where it's 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 allergies in our school.
- 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 provision for a safe, secure and caring school environment and the furthering of positive home-school links.

Aidmheanna an Pholasaí seo/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.

Riaracháin Scoile/In-School Procedures:

Parents are required to complete a Health/Medication form when enrolling their child/children in the school. No member of staff is obliged to administer medicine or drugs to a pupil and any member of staff 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 staff to do so. Under no circumstances will non-prescribed medication 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 advocated 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 daily basis for those parents who have requested storage facilities.
- All staff members 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 staff personnel be made aware in writing of any medical condition suffered by any child in their class.
- This does not imply a duty upon staff members personally to undertake the administration of medicines or drugs.

Páistí le Faibeanna fad-theármach/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.

Life Threatening Condition/Páistí i mbaol:

Where children are suffering from 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.

Treorlínte/Guidelines for the Administration of Medicines:

1. The parents of a 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 the 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 a parent/guardian/designated adult.
4. A written record of the date and time of administration must be kept by a 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. The Board of Management 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 school.

Leigheas/Medicines:

- Non-prescribed medicines will neither be stored nor administered to pupils in school.
- Staff personnel in the school will only administer prescribed medication when arrangements have been put in place as outlined above.
- Arrangements for storage of certain emergency medicines, which must be readily accessible at all times, must be made with the Principal.
- Staff personnel 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 the authorised staff personnel if not the parent.
- No staff personnel 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 medication outside of school hours.

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

1. Staff dealing with the pupil do not eat nuts or any item with nut trace.
2. Advise children not to offer or exchange foods, sweets, lunches etc.
3. If going off-site, medication must be carried.

In the event the pupil comes in contact with peanuts:

1. Administer 5ml Zirtec/Sudafed or other antihistamine immediately. It is important that the pupil be kept calm to allow them to benefit calmly as he/she will experience discomfort and sensation of his/her throat swelling. If possible he/she needs to drink as much water as possible. These steps should allow him/her to recover fully.
2. Only in the event of anaphylactic shock should the pen be administered. Pen is stored in the appropriate classroom. Before or immediately after Pen has been administered, an ambulance must be called.

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 are epileptics, diabetics etc. 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.

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.

Garchabhar/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 each individual classroom containing anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, scissors etc. (note: the classroom-based kit should be kept under lock and key for health and safety reasons)

Moltaí/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 and Administration of Medication. The Principal is the day to day manager of routines contained in the policy with 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 children.
- Positive feedback from parents/teachers.
- Ensuring the primary responsibility for administering remains with parents/guardians.

Ratification and Review:

This policy was ratified by BOM in Meán Fómhair 2014. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical condition but no later than Meán Fómhair 2015.