

## Castleknock Educate Together National School

### Administration of Medicines Policy

#### Introduction

This policy was recently drafted through a collaborative school process and was ratified by the Board of Management (BoM).

#### 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.

#### 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
- 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 form when enrolling their child/ren in the school and to notify the school of any significant changes. 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 Principal can authorise administration of medication between BoM meetings.
- 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 medicines are stored on the school premises. A small quantity of prescription drugs will be stored in the Administration Office if a child requires self-administering on a daily basis and parents have requested storage facilities with the exception of epipens and inhalers. Inhalers will be kept in children's bags. Epipens will be stored in a safe place, labelled, in the teacher's storage room. Medication for children in the Outreach classes will be stored in their respective classes in the store room. 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
- 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.

### **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 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. (Appendix 1, 2 or 3)
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 (Appendix 4) (in zip pocket with medication).
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 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 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
- 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 prior 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. The school will ensure to have a list of people in the office as well as each corridor who are willing to administer medication.
- 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. with the exception of inhalers.
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

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

1. In all classes there will be no nuts or nut products allowed in the class. This will be communicated by text message to parents after the school has been notified.
2. Advise children not to offer or exchange foods, sweets, lunches etc.
3. If going off-site, medication must be carried.
4. In the case of the class being split, medication must follow the student. This must be marked on the split list.
5. The office will inform any substitute teacher of medical conditions in the class and storage of medication.

### **In the event the pupil comes in contact with nuts**

1. Administer 5ml Zirtec/Sudafed or other antihistamine immediately. It is important that the pupil be kept calm to allow him to breathe calmly as he will experience discomfort and sensation of his/her throat swelling. If possible (s)he 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. Before or immediately after Pen has been administered, an ambulance must be called. Parents will be contacted.

### **Storage of Medication for Nut Allergies**

These medications are kept in the labelled top drawer of the class teacher's desk.

### **Indicators of shock include**

Symptoms of shock can include, wheezing, severe difficulty breathing and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhoea.

School Doctor \_\_\_\_\_  
Contact Number \_\_\_\_\_

### **Emergencies**

In the event of an emergency, teachers will follow instructions/procedure indicated on consent form by the parents to relieve extreme distress or prevent further and otherwise irreparable harm. A copy of the consent form will be kept with the epipen. Qualified medical treatment will 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 have epilepsy, diabetes 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.

### **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 outside each set of classrooms containing antiseptic wipes, antiseptic bandages, steristrips, cotton wool, scissors etc. They are stored out of reach of young children.

### **General Recommendations**

We recommend that any child who shows signs of illness should be kept at home; children will not be kept in at lunch break. A child too sick to play with his/her 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. The Safety Officer and the maintenance and replenishment of First Aid Boxes is a post of responsibility within the middle management structure in the school.

### **Success Criteria**

The effectiveness of the school policy in its present form is measured by the following criteria:

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- 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 medication remains with parents/guardians

**Review**

This policy will be reviewed and if necessary, amended in 2017, or at an earlier date, if deemed necessary by the Board of Management or on the implementation of new or revised legislation.

**Ratification of Policy**

This policy has been drawn up in consultation with the principal, teaching staff, parents and BOM of CETNS. This policy was adopted by the Board of Management on 22/05/2014.

Signed: \_\_\_\_\_

Billy Quane

Chairperson of Board of Management

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

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 office/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  
Allergy Details

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

Reaction Level \_\_\_\_\_

Medication \_\_\_\_\_

Storage details \_\_\_\_\_

Dosage required \_\_\_\_\_

Administration Procedure (When?, Why?, How?)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Parent/Guardian

Date \_\_\_\_\_

\_\_\_\_\_

**Appendix 3**  
**Emergency Procedures**

In the event of \_\_\_\_\_ (child's name) displaying any symptoms of his/her medical difficulty, the following procedures should be followed.

1. **Symptoms** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Procedure**

2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_  
6. \_\_\_\_\_  
7. \_\_\_\_\_

To include: Dial 999 and call emergency services.  
Contact Parents

|        |                 |        |                 |
|--------|-----------------|--------|-----------------|
| Signed | _____           | Signed | _____           |
|        | Parent/Guardian |        | Parent/Guardian |
| Date   | _____           |        | _____           |

