



## INCH NATIONAL SCHOOL

# ADMINISTRATION OF MEDICATION POLICY

### INTRODUCTION

An Administration of Medication policy has been in existence in the school since 2000. The policy was redrafted through a collaborative school process and was ratified by the Board of Management (BoM) on 13<sup>th</sup> June 2012. A further review of this policy was conducted in April 2015 by the staff and was ratified by the Board of Management in June 2015.

The policy was reviewed in October 2018 and again in 2022 in line with the school's development plan.

### 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 support with pupils with specific conditions e.g. nut allergy, epilepsy, diabetes etc.
- Safeguard school staff that are willing to administer medication
- Protect against possible litigation.

### RELATIONSHIP TO SCHOOL ETHOS

The school promotes positive home-school communication, 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

While the teachers and school personnel in Inch N.S. act “in loco parentis”, there is no obligation on them to either administer medicines or to supervise children taking them. As a general rule, teachers and school personnel should not be involved in the administration of medication to pupils.

Parents are required to complete a Health/Medication section of the enrolment form when enrolling their child/ren in the school. In exceptional circumstances (long term health problems or life threatening conditions) teachers may become involved in the administration of medicine or drugs to a pupil. 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. This request should contain written instructions of the procedure to be followed in administering the medication.
- The Board of Management, having considered the matter, may authorise the teacher or member of school personnel to administer medication to a pupil. If the teacher or member of school personnel is so authorised she/he should be properly instructed by a qualified medical professional. This training is to be organized by the parents. If possible, another member of staff who agrees to become involved should be authorised to administer the medication in the event that the regular teacher is absent from school.
- 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 prescribed medicines.
- In exceptional circumstances and only when absolutely necessary, e.g. epilepsy, diabetes, nut allergy, an appropriate quantity of prescription drugs will be stored in the Principal’s Office. This medicine is to be stored in the press or fridge provided by the Board of Management.
- Parents are responsible for the provision of medication. Parents are also responsible for monitoring the expiry date on medication held in the school.
- A teacher or member of school personnel should not administer medication without the specific authorisation of the Board.
- Parents/Guardians are responsible for the necessary training, support or demonstrations required by the teacher or member of school personnel who takes responsibility for the administration of medication. Parents/Guardians may train the teacher or member of school personnel themselves or arrange for the doctor to do so.
- It is the parent’s/guardian’s responsibility to check each morning whether or not the authorised teacher is in school.



## **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)
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**

- 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 specific authorisation of the Board of Management
- The prescribed medicine must be self-administered if possible, under the supervision the parent. Where this is not possible the parent must notify the Board of this.
- 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 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. Parents are responsible for notifying the school of any changes to their contact details during the year.

## **FIRST AID BOXES**

A first aid box kept in each individual classroom containing anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, scissors etc. A full medical kit, available from the school office is taken when children are engaged in out of school activities such as tours, football/hurling games and athletic activities.

## **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 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. Sheena Gleeson is the Safety Officer and the maintenance and replenishment of First Aid Boxes is part of her post of responsibility.



## 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 first ratified by the BoM on June 10<sup>th</sup> 2015. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than 2026.

This policy was reviewed during September 2022 and ratified by the Board of Management on the 12<sup>th</sup> October 2022.

Signed:

Date:

*Olivia Durcan*

12.10.2022

Olivia Durcan  
BOM Chairperson



**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



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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 Allergy Details

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

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

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

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

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

Administration Procedure (When, Why, How)

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

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

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





### Appendix 3 Emergency Procedures

In the event of \_\_\_\_\_ displaying any symptoms of his/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 4**  
**Record of administration of Medicines**

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

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

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

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

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

Administration Details (When, Why, How)

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

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

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