



Rathbeggan N.S.

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Administration of Medicines Policy

While the Board of Management of Rathbeggan N.S. 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. Teachers do not take the responsibility for administration of any medicine, which if administered incorrectly or for any other reason, could have a damaging effect on the child.

The Board of Management requests parents to ensure that staff members are 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. It is the responsibility of the parent/guardian to bring medical conditions and medicines to the attention of the teacher, secretary and school principal annually.

Rationale:

The policy as outlined was put in-place to:

1. Clarify areas of responsibility
2. To give clear guidance about situations where it is not appropriate to administer medicines
3. To indicate the limitations to any requirements which may be notified to teachers and school staff
4. To outline procedures to deal with a pupil with a nut allergy in the school
5. Safeguard school personnel that are willing to administer medication
6. 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:

1. Minimise health risks to child and staff on the school premises
2. Fulfil the duty of the Board of Management in relation to Health and Safety requirements
3. 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:

1. Parents are required to complete a Health/Medication section on the enrolment form when enrolling their child/ren in the school.
2. No teacher is obliged to administer medicine or drugs to a pupil and any teacher willing to do so works under the controlled guidelines below.
3. Prescribed medicines will only be administered after parent/guardian of the child concerned have written to the Board of Management 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.
4. The Board of Management requests parents to ensure that teachers be made aware of any medical condition in writing. (Appendix 1, 2 & 3)

5. The Board will seek indemnity in writing from parents in respect of any liability arising from the administration of medicines. (Appendix 1)
6. The school generally advocates the self-administration 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 and parents have requested storage facilities.
7. Parents are responsible for the provision of medication and notification of change of dosage and regular checks on use by dates on medication.
8. Teachers have a professional duty to safeguard the health and safety of children, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

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 duty of the parent/guardian to notify the class teacher, secretary and principal in writing of all arrangements in relation to the administration of medication. This would include measures such as self-administration, administration under parental supervision and administration by school personnel.

Parents are required to provide a recent passport size photograph of their child to attach to appendix 3.

2 other photographs of 6x4 inch to be given by parents to display in prominent areas for all staff to familiarise themselves with the child and their medical needs.

Life Threatening Condition:

Where children are suffering from life threatening conditions, parent/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 given by the parents in respect of any liability that may arise regarding the administration of medication.

Guidelines for the Administration of Medicines:

1. The parent/guardian of the child with special medical needs must inform the Board of Management in writing of the condition, giving all necessary detail. The request must also contain written instruction of the procedure to be followed in administering the medication. (Appendix 1, 2 and 3)
2. Parent/Guardian 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 the school by the parent/guardian.
4. A written record of the date and time of administration must be kept by the person administering it. (Appendix 4)
5. Parent/Guardian are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary.
6. Emergency medication must be labelled with exact details of how it is to be administered.
7. The Board of Management must inform the school insurers accordingly.
8. Parent/Guardian is further required to indemnify the Board of Management and all school personnel in respect of any liability that may arise regarding the administration of the prescribed medicines.
9. All correspondence related to the above are kept in the school.

Medicines:

1. Non-prescribed medicines will neither be stored nor administered to children in school.

2. Teachers/SNAs in the school will only administer prescribed medication when arrangements have been put in place as outlined above.
3. Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times, must be made with the Principal.
4. A teacher/SNA must not administer any medication without the specific authorisation of the Board of Management.
5. The prescribed medicine must be self-administered if possible, under the supervision of an authorised teacher/SNA if not the parent.
6. No teacher/SNA can be required to administer medicine or drugs to a pupil.
7. In an emergency situation, qualified medical assistance will be secured at the earliest opportunity, and the parents contacted.
8. It is not recommended that children keep medication in coats, bags, lunchboxes etc.
9. 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 children with a nut allergy

1. Advise and remind all children not to offer or exchange foods, sweets, lunches etc.
2. If going off-site, medication must be carried by teacher.

In the event the child comes in contact with nuts

1. Administer 5ml Zirtec/Sudafed or other antihistamine immediately.
2. It is important that the child be kept calm to allow him/her to breathe 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.
3. Only in the event of anaphylactic shock should the pen be administered. Pen is stored in the Secretaries Office. Before or immediately after the pen is administered, an ambulance is called for.

Indicators of shock include:

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

Emergencies:

1. 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.
2. Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members may take a child to A&E without delay. Parents will be contacted simultaneously.
3. In addition, parents must ensure that teachers are made aware in writing of any medical condition which their child is suffering from. E.g. children who are epileptics, diabetics etc. may have a seizure at any time and teachers must be made aware of the symptoms in order to ensure that treatment may be given by appropriate persons.
4. Written details are required from the parent/guardian in all circumstances.(Appendix 1, 2 & 3)
5. The school maintains an up to date register of contact details of all parent/guardians including emergency numbers. This is updated in September of each new school year and is the responsibility of the parent to inform the school secretary of any change in contact details.

First Aid Boxes:

1. A full medical kit is taken when children are engaged in out of school activities such as tours, matches.
2. A first aid kit is kept in the Secretary's office.

Success Criteria:

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

1. Compliance with Health and Safety legislation
2. Maintaining a safe and caring environment for children
3. Positive feedback from parents/children and teachers
4. Ensuring that the primary responsibility for administering remains with parent/guardians.

This policy was ratified by the Board of Management on April 12th 2018. It will be reviewed in the event of incidents or on the enrolment of a child with a significant medical condition.

M. Mc Cann

12.4.18

Chairperson

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/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 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: _____