

St. Brigid's N.S., Administration of Medicines Policy

Introduction:

This policy was drafted through a collaborative process involving staff, parents and the Board of Management.

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
- Fulfil 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 Health/Medication details when enrolling their child/children in the school. 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.

- 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
- Medicines will only be administered after parents of the pupil concerned have written to the Principal as the BoM representative, (1) to request the authorisation of a member of the school staff to do so, **or** (2) to request that child can self-administer medication while in school. The Principal will seek indemnity from parents in respect of any liability arising from the administration or self-administration of medicines. Once permission is sanctioned by the BOM, records will be held by the BOM and Principal.
- 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. Medicines will be stored in the locked Medical Cabinet in each classroom and in Administration Office. Medication must not be kept in schoolbags, coats, etc. Parents are responsible for the provision of medication and that it is kept "in date", for the notification of change of dosage and instructions for administration.
- 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 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 For Long Term Health Issues

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. 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
8. All correspondence related to the above are kept in the school.
9. Staff in the school will only administer/supervise administration of medication when arrangements have been put in place as outlined above
10. Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times, must be made with the Principal
11. A staff member must not administer any medication without the specific authorisation of the Board of Management
12. The prescribed medicine must be self-administered if possible, under the supervision of an authorised member of school staff if not the parent
13. No staff member can be required to administer medicine or drugs to a pupil
14. In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted
15. Medication must not be kept in schoolbags, coats, etc.
16. 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. Staff dealing with the pupil do not eat nuts or any item with nut trace.
2. Parents of children in class of child with nut allergy will be requested not to send nuts or items containing nuts to school with their children.
3. Advise children not to offer or exchange foods, sweets, lunches etc.
4. If going off-site, medication must be carried.
5. Two epipens must be supplied to the school. This is in the event that an allergic reaction occurs and a second epipen has to be administered as the first one did not work.

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 him/her to breathe calmly as he/she 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. Parents to be contacted.
2. Only in the event of anaphylactic shock should the pen be administered. Pen is stored in the child's classroom locked emergency medication cabinet and also in the medical cabinet in the secretary's office. Before or immediately after Pen has been administered, an ambulance must be called.

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: Dr Gerard Caffrey (IMC 03185)

Contact Number: 045 441633

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 an ambulance will be immediately contacted. 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.

First Aid Boxes:

A full medical kit is taken when children are engaged in out of school activities such as tours, football/hurling games, swimming and athletic activities.

A first aid box is kept in the office containing anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, and scissors.

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 as this cannot be facilitated. Please see *Policy for Illness and Medication*.

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.

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 the BoM on _____. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than _____

Signed: Elizabeth Smith

Date: 10th - 9 - 19.

Chairperson, Board of Management

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 (Please specify if your child has an allergy, if their reaction is to a substance being airborne or ingested):

Prescription Details:

Storage details (Please outline if any specified arrangements are required e.g stored in fridge etc):

Dosage required:

Is the child to be responsible for taking the prescription him/herself?

What Action is required/Administration details:

I/We request that the Board of Management authorise the taking of Prescription Medicine during the school day. 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 school personnel do not 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: _____