

St Felim's National School

(042) 9665605
office@thevalens.com
www.thevalens.com



Roll No. 18564W
Charity No: 20109967
Principal: Mrs. Eilís Keegan
Deputy Principal: Mrs. Patrice Clarke

Leiter, Bailieborough, Co. Cavan A82 CX30

January 2023

Medical Care Needs & Administration of Medicine in School Policy

Introduction:

This policy deals with the medical care needs and the administration of medicines to pupils in school and on school-related activities.

The Board of Management has a duty to safeguard the health and safety of pupils when in school and on school-related activities. However, this does not impose a duty on teachers or non-teaching staff to undertake personally the administration of medicines to pupils.

Non-prescribed medication is not permitted in school. Under no circumstances should any medication be placed in a child's schoolbag or lunchbox. The school cannot consider requests to administer antibiotics, Calpol etc.

The policy was developed in 2002 in consultation with staff and the Board of Management of St Felim's NS. The policy was revised in January 2023.

Rationale:

Some pupils may suffer from conditions such as diabetes, epilepsy or anaphylaxis, which require the administration of medicine in school. Administration of Medicines in School Application [Appendix 1] should be made for pupils in the following situations:

1. Pupils who require regular medication such as those with chronic conditions e.g. diabetes, epilepsy,
2. Emergency treatment of a child with a chronic condition/allergic reaction such as anaphylaxis
3. Pupils who suffer from asthma and need to use an inhaler/ventilating flask in school. He/She should be able to self-administer under adult supervision in so far as this is possible.

Some pupils may have medical conditions outside those listed above which require school staff to provide a specific and specialised medical response, including emergency response, that does not involve the administration of medicine. In these cases, parents should assist the school in meeting the child's needs by completing the Medical Care Needs form [Appendix 4]

Parents must make it known to the school if their child has a medical condition and complete the appropriate form on acceptance of a school place or once the need presents. They are asked to speak with the school principal who advises on school policy and liaises with the Board of management and relevant staff.

Relationship to School Ethos:

The school promotes positive home-school contact about the welfare of children and 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.

Procedures for dealing with requests for the administration of medicine in school:

1. Where a child requires medication at school, the parents of the child must complete the Administration of Medication at School Request Form [Appendix 1] and return it to the school Principal who will forward it to the Board of Management requesting the board to authorise members of staff to administer medication.
2. The Board examines and considers each request.
3. A letter from the treating physician outlining the nature of the condition and the procedures to be followed in the event of an emergency may be required by the Board.
4. If approved, Parents and the Chairperson of the Board sign the form.
5. A letter of Indemnity [Appendix 2] must be signed by the parents in respect of any liability that may arise regarding the administration of medicine.
6. The letters of request, letter of indemnity and any other information will be filled in the child's folder in the Principal's office. Information regarding the condition and medication is also saved in the Medical Information section of the child's Aladdin Profile, which is accessible to all staff working with the pupil.
7. Members of staff are authorised by the Board of Management to administer emergency/mediation treatment.
8. It is the parent's responsibility to liaise with class teachers yearly regarding the administration of medicine.
9. It is also the parent's responsibility to liaise with school staff to ensure that medication is carried by school staff when leaving the school premises e.g. school tours, sports events etc.
10. It is the parent's responsibility to supply medication and replace out-of-date medication. Unused medication will be sent home on the last day of the school year. New medication should be dropped into the class teacher on the first day of school or to the school up to 3 days before the school opens. It is the parent's responsibility to dispose of used or out-of-date medication.
11. If it is necessary to administer medication in school, this will be logged on the record of the Administration Form [Appendix 4], digitally on Aladdin. In all cases where emergency medication has been administered parents will be called once the child has stabilised. **In the event of an EpiPen/Anaopen being administered, an ambulance will be called immediately.**
12. At parents' request, where children have medical conditions that may require emergency measures, the child's photograph is displayed in the staffroom and the condition is made known to staff members.

13. Where the Board approves a request for the Administration of Medicine, it is expected that staff administer medication in accordance with this policy and that they should at all times exercise the standard care of a 'reasonable and prudent parent'.

Procedures for completing the medical care needs form:

1. Where a child has a medical condition that requires a specialised treatment response at school, the parents of the child must complete the Medical Care Needs Form [Appendix 3] and return it to the school Principal who will bring it to the attention of staff in the school.
2. It is the parent's responsibility to ensure that up-to-date medical information is shared with the school.
3. It is a parent's responsibility to ensure that any specialist materials necessary for treating the child are provided to the school. E.g. specialist plasters

Storage of Medicines

Prescribed drugs, authorised by the Board for use in school with children, will be kept in a locked First Aid box in the school office if necessary.

Allergies

It is the parent's responsibility to inform the Principal and class teacher of pupils with food allergies. Children are advised not to offer, exchange or share food, sweets and lunches in school. Parents of children who may require medication such as an EpiPen should liaise with the class teacher in advance of any school outing to ensure that this medication is carried with school staff on the day.

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 break times cannot be facilitated, as proper supervision is provided on the yard and this is where children are safest.

Roles and Responsibilities:

The Board of Management has overall responsibility for the implementation and monitoring of the school policy on Medical Care Needs and the Administration of Medication in School. The principal is the day-to-day manager of routines contained in the policy with the assistance of all staff members. The principal will liaise with staff willing to administer prescribed medicines.

Monitoring, Evaluation and Review

This policy will be reviewed every three years as part of the school's three-year review cycle, or earlier should the need arise. The policy will be effective from the date of its ratification. The Board of Management ratified this policy at its meeting on 21/02/2023.

Signed *George Shearn* Date 21/2/23
Chairperson, Board of Management

Signed *Nilis Keegan* Date 21/02/2023
Principal

Administration of Medicine in School Form

1. Name of child: _____

2. Address: _____

3. Date of Birth _____ 4. Contact numbers _____

5. Class: _____ 6. Teacher: _____

7. Condition, (which necessitates the administration of medication):

8. Family Doctor: _____ 9. Phone No: _____

10. Will this medication be self-administered by pupil? YES NO

If the medication needs to be administered by school personnel, is any training needed in the administration of this medicine/treatment? YES NO

Please provide all necessary details on the administration of medications including dosage and storage:

Request granted by Board of Management? YES NO

I/We request that the Board of Management authorise the taking of Prescription Medicine/ emergency medicine during the school day as it is absolutely necessary for the continued wellbeing of my/our child. I/We understand that it is my/our responsibility to supply this medication to the school. I/We understand that we must inform the school/class teacher of any changes of medicine/dose in writing and that we must inform the class teacher each year of the prescription/medical condition. I/We understand that it is my/our responsibility to ensure that the medication is within date and to replace it following expiry. I/We understand that school personnel have no medical training and we indemnify the Board and the school staff from any liability that may arise from the administration of the medication.

Parent/Guardian	On behalf of the Board of Management
Signed _____	_____
Date _____	_____

INDEMNITY

THIS INDEMNITY made the _____ day of _____ 20____

BETWEEN

_____ lawful parent of _____
(Parent's name) (Child's name)

(Hereinafter called "the parents") of the One Part **AND** for and on behalf of the Board of Management of St. Felim's N.S. school situated at Leiter, Bailieborough, Co, Cavan in the County of Cavan thereafter called "the Board" of the Other Part.

WHEREAS:

1. The parents are respectively the lawful father and mother of _____ a pupil of the above school.
2. The pupil suffers on an on-going basis from the condition _____
(name of condition)
3. The pupil while attending said school, may require, in emergency circumstances, the administration of medication, viz _____
(name of medicine)
4. The parents have agreed that the said medication may, in emergency circumstances, be administered by the said pupil's classroom teacher and/or such other member of staff of the said school as may be designated from time to time by the Board.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

In consideration of the Board entering into the Agreements, the parents, as the lawful father and mother respectively of the said pupil **HEREBY AGREE** to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality the said pupil's class teacher and/or the Principal of the said school from and against all claims, both present and future, arising from the administration or failure to administer the said medicines. Parents also hereby agree that it is the responsibility of the parent(s) to supply the medicine and replace it when the medicine goes out of date. Furthermore, parents hereby agree that should training be required in the administration of the medicine, they will inform the school in good time and assist the school in accessing the training.

IN WITNESS whereof the parties hereto have hereunto set their hands and affixed their seals the day and year first herein **WRITTEN**

SIGNED AND SEALED by the parents in the presence of: _____

SIGNED AND SEALED by the school in the presence of: _____

Medical Care Needs Form

1. Name of child: _____

2. Address: _____

3. Date of Birth _____

4. Contact numbers _____

5. Class: _____

6. Teacher: _____

7. Family Doctor: _____

8. Phone No: _____

Please provide details of your child's medical condition, the symptoms staff should be aware of and the procedure to be followed by school staff in treating/attending to your child, including any emergency response required.

I/We understand that we must inform the school/class teacher of any changes regarding my child's medical condition.

I/We understand that it our responsibility to ensure that contact numbers are up to date on Aladdin.

Signed

Parent/Guardian

Date

Appendix 4

Administration of Medicine Record

Note: This will be digitally saved to the child's profile on Aladdin. A document template is available for staff.

Pupil Name: _____

Class: _____

Medication: _____

Date & Time	Dose of Medication	Medicine administered by	Other Staff Member Present	Parents Informed	Follow Up actions e.g. ambulance called in case of anapen/epipen administration

