

# ST.FELIM'S NATIONAL SCHOOL

SN Leiter, Coill an Chollaigh, Co. Cabhain

Roll No. 18564W

Principal:

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## Administration of Medicines Policy

### Introduction:

An Administration of Medication policy was initially drafted by the teaching staff in 2002. It has been regularly reviewed and updated. This review took place in Term 2 of the 2019-2020 school year.

### 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 Board of Management 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 'Registration Form' upon accepting a place offered to their child after our enrolment process. This form includes details of their child's medical needs/requirements including if the administration of medicines will be required for their child. If they do require the administration of medicine, they are also required to complete and return 'Health/Medication Form' (Appendix 1). This form is also required to be updated annually each September.

Parents are required to inform the school immediately if their child develops a medical condition/allergy at any point during the school year which has not been previously disclosed to the school.

Under no circumstance will non-prescribed medicines be either stored or administered in the school.

**No teacher/staff member is obliged to administer medicine or drugs to a pupil and any teacher/staff member willing to do so works under the controlled guidelines outlined below:**

- Prescribed medicines (e.g. inhalers, epipen) will only be administered by a member of staff after parents of the pupil concerned have:
  1. Requested via the written request on Appendix 1-Health/Medication Form that the Board of Management authorise a member of staff to do so in agreement with the staff member
  2. Provided indemnity in respect of any liability arising from the administration of medicines
  3. Provided the school with a letter from a medical doctor outlining the need for such prescribed medicines in school
  4. Liaised with the Principal on this matter and arranged for teachers to be specifically trained by a nurse or medical professional for the specific administration of medicine required by the staff member. This should be arranged by the parent of the child in advance of coming to school with prescription medicines.
  5. Received official confirmation from the school that all arrangements are in place for the administration of prescription medicine.
- The school generally **advocates the self-administration** of medicine (e.g. inhalers) under the supervision of a responsible adult, exercising the standard of care of a prudent parent. A small quantity of prescription drugs assigned to specific children with authorisation from the Board will be stored in the appropriate classroom/secretary' if a child requires self-administering and parents have requested storage facilities.
- **Parents are responsible for the provision of medication and notification of change of dosage. Parents are solely responsible for ensuring that the medication held by the school is always in date.**
- 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 and therefore medicine will be taken on excursions or outings from school by the classroom teacher.

- The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition/injury suffered by any child in their class at any given time. This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs, however helps teachers to more fully understand children's medical needs should they arise.

### **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 1-Health/Medication Form**). If emergency medication is necessary, arrangements must be made with the Board of Management. Indemnity must be provided and signed by the parents in respect of any liability that may arise regarding the administration of medication.

### **Guidelines for the Administration of Medicines**

Filling out Appendix 1-Health/Medication Form is essential and must be completed fulfilling the following conditions:

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-Health/Medication Form).
2. Parents must write requesting the Board of Management to authorise the administration of the medication in school (Appendix 1-Health/Medication Form).
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 on a Medication Chart Record (Appendix 2)
5. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary (in date).
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**

1. Non-prescribed medicines will neither be stored nor administered to pupils 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 bags, coats, 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 pupils with a Nut/Egg/Food Allergy**

1. Staff dealing with the pupil do not eat nuts/eggs or any item with nut/egg trace
2. Advise children not to offer or exchange foods, sweets, lunches etc.
3. If going off-site, medication must be carried by the class teacher.

## **In the event the pupil comes in contact with an anaphylactic allergy (peanuts/eggs/etc.)**

1. Administer antihistamine as authorised 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 an epipen be administered. Each pen per child is stored in the child's classroom.
3. **Before or immediately after the Pen has been administered, an ambulance must be called.**
4. A written record of the date and time of administration must be kept by the person administering on a Medication Chart Record (Appendix 2).
5. After the event of an epipen being administered, it is the parent's responsibility to provide the school with a replaced epipen.

## **Administration of epistat to a child with severe epilepsy**

1. The parents of the child must write to the BOM each September requesting that permission be given to school staff to administer epistat in an emergency situation.
2. A meeting should take place between the parents and the principal, deputy principal, class teacher and one other staff member.
3. The parent should clearly outline
  - I. The circumstances under which the medicine can be administered
  - II. The procedures for administering the medicine

- III. What they should do once the medicine has been administered.
- IV. A written copy of the request from the parents and the details of how to administer the medicine should be retained in the school.

4. The epistat will be stored in a locked medicine cabinet in the Principals office. All other documentation should be kept in this cabinet also.
5. The parents shall be contacted immediately if the child has a seizure at school.
6. The epistat shall be returned to the parents each June at the end of the school year.

### **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 or as soon as is practically possible.

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.

**It is the responsibility of parents to update the school of any contact detail changes especially contact phone number, email address and postal address.**

### **First Aid Boxes:**

A first aid box is taken when children are engaged in out of school activities such as school tours, football/hurling games and athletic activities.

A first aid box is kept in the secretary's office containing; antiseptic wipes, antiseptic bandages, sprays, steri-strips, cotton wool, scissors etc. to deal with minor injuries.

### **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 are not encouraged, as proper supervision is provided on the yard and this is where children are safest. **Children who come to school will be expected to be outside with the rest of the children during break time and lunchtime where staff supervision is provided. There are areas where children with injuries can sit e.g. edge of flowerbed/buddy bench etc.**

### **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 principal will ascertain which members of staff are willing to administer prescribed medicines. The school secretary is responsible for ensuring the first aid box is adequately resourced.

**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
- Proper communication of children's injuries from parents to school in order for the school to be able to attempt to manage the care needs of the students.

**Implementation:**

The policy will be implemented with immediate effect.

**Ratification and Review:**

This policy was ratified by the Board of Management on 11<sup>th</sup> February 2020.

It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than Term 2 2022-2023 school year.



**Signed:** \_\_\_\_\_  
Mr. Gerry Sheanon, Chairperson of the Board of Management

**Appendices**

**Appendix 1:** Health/Medication Form.

**Appendix 2:** Medication Chart Record

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## Appendix 1- Health/Medication Form

### Personal Details

<b>Child's Name:</b>	<b>Child's Address:</b>
<b>Child's Date of Birth:</b>	<b>Child's PPS Number:</b>

### Medical Details

<b>Medical/ Allergy Condition</b>	
<b>Symptoms</b>	
<b>Prescription /Medication Details:</b>	

### Administering Arrangements

Yes

No

Is your child to be responsible for self- administering prescription medication him/herself in school?		
Are you requesting for a member of staff to administer prescription medication?		

### Administration Procedure

If a staff member is being to requested to administer prescription medication please provide the following details: What action is required?: Administration Procedure (When, Why, How).

<b>When?</b>	
<b>Why?</b>	
<b>How? Including dosage</b>	

<b>Storage Details</b>	
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**Emergency Contacts**

In the case of an emergency the school will immediately: ***Dial 999/112 emergency services and then call emergency contacts for the child thereafter***

<b>Name:</b>	<b>Phone:</b>
<b>Name:</b>	<b>Phone:</b>
<b>Name:</b>	<b>Phone:</b>
<b>Child's Doctor:</b>	<b>Phone:</b>

<b>Consents</b>	<b>Yes</b>	<b>No</b>
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 have provided the school with a letter from a medical doctor outlining the need for such prescribed medicines in school.		
I/We liaised with the Principal on this matter and have arranged for teachers to be specifically trained by a nurse or medical professional for the specific administration of the above medicine. It is my/our responsibility as the parent(s) to organise staff training for the administration of my/our child's prescriptive medicine in advance of our child coming to school with specific prescription medicines.		
I/We understand that the school will do its best to ensure the safe storage of prescription medicines.		
I/We understand that we must inform the school/ Principal of any changes of medicine/dose in writing from a medical doctor and that we must inform the new teacher each year of the prescription/medical condition of my/our child and that this is not presumed information as it may change from year to year.		
I/We understand until we have received confirmation from the Principal/School Office that we may not assume all arrangements are in place for the administration of prescription medicine		
I/We understand that regarding all school personnel we indemnify the Board from any liability that may arise from the administration of the medication.		

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian

**School Principal/Office Use Only**

All questions and sections have been completed	
<b>Parents have been informed that the school has</b> all arrangements in place for the administration of prescription medicine for this child	

