



ADMINISTRATION OF MEDICATION POLICY



This policy is formulated in accordance with guidelines issued by the (Primary Schools' Managerial Bodies) and the Irish National Teachers' Organisation.

Introduction

While the Board of Management 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.

The Board of Management of Holy Family N.S. 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.

Medication in this policy refers to medicines, tablets and sprays administered by mouth only.

Policy Content

1. Procedure to be followed by parents who require the administration of medication for their children

- The parent/guardian should write to the Board of Management requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of the medication.
- Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication. (see Form 1)
- Parents are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult and for ensuring that an adequate supply is available.
- Parents are further required to indemnify the Board and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board will inform the school's insurers accordingly.
- Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication.
- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.

Non –emergency medication

- Non-prescriptive medicines will neither be stored nor administered to pupils in school.
- If a child needs non-emergency medication (e.g. antibiotics) during school hours, the parent will come to the school to administer it.
- At no time will medication be permitted in children's belongings.

Emergency medications

- In cases of children suffering from asthma form 1 & 2 must be completed and submitted to the school management for ratification.
- At the beginning of the year, **if it is possible**, please supply a spare inhaler for school use only, in a labelled bag. This labelled bag will be kept in the teacher's drawer / press.
- An inhaler may be kept by the child in their schoolbag to facilitate self-administration and for use between school and home (e.g. after school clubs and journeying home). It must be kept in a zip lock bag with the child's name on it. **Please Note: a bag with a front pocket is more accessible.**
- Children may have their own Spacer. Alternatively, a Spacer will be stored in the classroom/staffroom First Aid Cupboard.
- The child can request to self- administer their own inhaler if and when necessary.
- It is the privilege and responsibility of the parents to remove or renew the inhaler as is necessary.
- In the case of Epipens due to the time sensitive nature of anaphylaxis it is necessary that the medication is easily accessible at **all** times. The medication will be in a bag and kept in the Staff Room First Aid Cupboard (or in an area within the classroom that is out of reach of the students)

2. Procedures to be followed by the Board of Management

- The Board, having considered the matter, may authorise a staff member to administer medication to a pupil or to monitor the self-administration by a pupil.
- The Board will ensure that the authorised person is properly instructed in how to administer the medicine.
- The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine
- The Board shall inform the school insurers accordingly.
- The Board shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.

3. Responsibilities of Staff Members

- No staff member can be required to administer medication to a pupil.
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
- Written instructions on the administration of the medication must be provided.
- Medication must not be administered without the specific authorisation of the Board of Management.
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- A written record of the date and time of administration will be recorded and parents will be informed.
- In emergency situations, staff should do no more than is obviously 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.
- Parents should be contacted should any questions or emergencies arise.

Success Criteria:

The effectiveness of the school policy will be 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

Implementation:

The policy will be implemented by November 2020.

This policy will be reviewed in November 2023.

Ratification:

Signed: *Very Rev. Canon Ramon Munster (Chairperson)*

Sarah-Jane Lewis (Principal)

Date: November 2020

Appendix 1

Procedure for parents

- Complete 'Request for Administration of Medicine Form'. (Form 1)
- Complete and sign 'Indemnity Form'. (Form 2)
- Give both forms to the class teacher who will bring it to the School Management.
- The medication must be delivered personally to the Principal or nominated person by the parent, not by the child.
- All medication must be in zip lock bag labelled with the child's name, date, contents, dosage & instructions for administration and storage.

- It is the responsibility of the parent to ensure that there is an adequate supply of the child's medication and that it is within its expiry date.
- Any changes in the child's medication requirements must be immediately brought to the attention of the designated person e.g. the class teacher and a new Form 1 must be resubmitted to the school management.
- Adequate training must be provided for the designated staff members.

Form 1

Request for Administration of Medication –Information & Consent

Child's name _____ Date of birth _____

Name of medication _____

Dosage _____

Under what circumstances should medication be given

Condition for which medication required, _____

Other medication being taken _____

My child CAN / CAN NOT self-administer this medication

GP name _____ Phone no _____

1st Emergency contact _____ Mobile no _____

2nd Emergency contact _____ Mobile no _____

I consent for staff members in the school to administer/supervise administration of _____, in dosage of _____, to my child _____ under the circumstances outlined above.

I understand that information about my child's medical condition and treatment will be shared with school staff, and in the event of an emergency with the GP or other medical personnel. I also consent to the disclosure of this information to the school's insurers if required

Signed _____ Date _____
Print name _____

Form 2

(APPENDIX 46 from Board of Management Handbook)

ADMINISTRATION OF MEDICINES IN SCHOOLS – INDEMNITY

THIS INDEMNITY made the _____ day of 20_____

BETWEEN _____ (lawful father and mother of _____

(hereinafter called 'the parents' of the One Part AND for and on behalf of the Board of Management of Holy Family National School, situated on East Rock in the County of Donegal (hereinafter 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 ongoing basis from the condition known as _____
3. The pupil may, while attending the said school, require in emergency circumstances, the administration of medication, viz.
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 or as agreed if self-administered by the pupil as may be designated from time to time by the Board.

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

In consideration of the Board entering into the within Agreement, 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.

Signed _____ (Parent)

Appendix 2

Record of administration of Medicines

Pupil's Name: _____

Date of Birth: _____

Medical Condition: _____

Medication: _____

Dosage Administered: _____

Administration Details (When, Why, How)

Signed: _____

Date: _____

REVIEW

This Policy will be reviewed in November 2022

RATIFICATION

This policy was adopted by the Board of Management on 17/11/2020

Signed: _____

Very Rev. Canon R Munster.

(Chairperson of Board of Management)

Signed: _____

Sarah-Jane Lewis

(Principal)