

# **Thomond Primary School Administration of Medication Policy**

**Introductory Statement**

This is the Administration of Medication policy for Thomond Primary School. A collaborative approach was adopted when writing this plan to ensure that all the staff shares a sense of ownership in the planning process.

**Relationship to characteristic of the school**

The aim of this policy is to create a safe and healthy working environment for all members of the school community.

**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.

**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 a Health/Medication form when enrolling their child/ren 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.

- Prescribed medicines will only be administered after parents of the pupil concerned have written to the BoM 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. The Board will seek indemnity from parents in respect of any liability arising from the administration of medicines

- 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. A small quantity of prescription drugs will be stored in the school if a child requires self-administering on a daily basis and parents have requested storage facilities. Parents are responsible for the provision of medication and notification of change of dosage
- 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
- 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
- This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.

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

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). This will be in the form a log book that is kept in a locked press with the medicine administered. The SNA will take responsibility for this written record (See SNA Policy)
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. Where children are suffering from life threatening conditions, parents should outline clearly in writing, what can be done in a particular emergency situation, with particular reference to what may be a risk to the child
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**

- Non-prescribed medicines will neither be stored nor administered to pupils in school
- Teachers/SNAs in the school will only administer prescribed medication when arrangements have been put in place as outlined above
- Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times, must be made with the Principal

- A teacher/SNA must not administer any medication without the specific authorisation of the Board of Management
- The prescribed medicine must be self-administered if possible, under the supervision of an authorised Teacher/SNA if not the parent
- No teacher/SNA can be required to administer medicine or drugs to a pupil
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted
- It is not recommended that children keep medication in bags, coats, etc. (with the exception of inhalers.)
- Certain medicines, such as inhalers used by asthmatic children, must be readily accessible at all times of the school day. Asthmatic children are encouraged to keep their inhaler in their school bag at all times
- 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 of any item with nut trace
2. Advise children not to offer or exchange foods, sweets, lunches etc.
3. If going off-site, medication must be carried.

**First Aid Boxes:**

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

**Arrangements due to COVID restrictions:**

A first aid box containing anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, and scissors will be at each yard entrance. Ice packs will be kept in staffroom fridge on the lower corridor and secretary will be responsible for bringing the ice pack to the yard door where it is needed.

There will be a First Aid kit for each yard and one of the teachers or SNA's on yard at the time of injury will deal with the injury. The location of kits will be as follows.

- Inside the door of C4 for CAIRDEAS
- Inside the door of RM7 for the Infant yard
- In the siopa for the middle yard.

If a child is injured to the extent of needing to go home, eg a bang to the head / open wound, the teacher on yard should phone the secretary and instruct her to phone the parents to come and collect. The child can stay with their class teacher until the parent arrives.

If the injury / unwellness is beyond management by the class teacher, or is distressing for other children to witness, the child should be minded by a SET in the Zone. This may require the SET to abandon their SET timetable until the child is collected.

Any First Aid rendered by the school is intended to be purely of a temporary nature. Injuries should be fully examined by parents/guardians when children arrive home.

In the case of an injury / accident which requires further attention, the parent / guardian is informed. If they cannot be contacted, the child is taken for medical attention where necessary.

The details of all accidents are recorded in the Accident Report section in the child's document in Aladdin.

**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

**Implementation and Review:** This policy was drafted in November 2017. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than June 2020.

It was ratified by the Board of Management on \_\_\_\_\_.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson of the 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:

\_\_\_\_\_

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 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 : \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian

**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: \_\_\_\_\_