



Administration of Medicines Policy

Introduction:

The policy was recently drafted through a collaborative school process and was ratified by the Board of Management (BoM) on October 24th, 2022.

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 a Health/Medication form 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.

- 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 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 spare supply of prescription drugs (provided by parents, as per Administration of Medicines Form) will be stored in the Administration Office. Parents are responsible for the provision of medication, including spare medication, for the notification of change of dosage and for monitoring expiry 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
- 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.

Long Term Health Problems

St Vincent de Paul Girls' School provides a safe and caring environment for all children who attend our school. We understand the concerns and challenges for families with a child living with a long term health problem and we are committed to supporting these children and their families. In order to do this, we request that where there are children with long-term health problems in school, proper and clearly understood arrangements for the administration of medicines should 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

St Vincent de Paul Girls' School provides a safe and caring environment for all children who attend our school. We understand the concerns and challenges for families with a child living with a life threatening illness and we are committed to supporting these children and their families. In order to do this we request that where children are suffering from life threatening conditions, parents/guardians are required to 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 should be made with the Board of Management. A letter of indemnity will be signed by the parents in respect of any liability that may arise regarding the administration of medication.

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 and/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. The BoM must inform the school's insurers accordingly
8. Parents who have been trained by medical personnel involved in their child's care can demonstrate administration of their child's medicine to school personnel. Parents understand that this does not constitute medical training for school personnel.



9. 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.
10. 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.
- 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. Inform parents that the school is a 'nut free zone'
3. Advise children not to offer or exchange foods, sweets, lunches etc.
4. If going off-site, medication must be carried.

In the event the pupil comes in contact with nuts (identified as causing allergic reaction)

1. Administer 5ml Zirtec or other antihistamine 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 the Epipen be administered. The Epipen is stored in secure location in the classroom and medical storage unit. Before or immediately after the Epipen 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 Niamh O'Halloran (Malahide Surgery)

Contact Number 01 8336977

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.

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, sporting activities, etc.

A first aid box is kept in each individual classroom containing first aid items such as water, cotton swabs, bandages, plasters, cotton wool, scissors etc. [note: the classroom-based kit should be kept under lock and key for health & safety reasons]

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. A child too sick to play with peers should not be in school.

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 Assistant Principal is the Safety Officer and the maintenance and replenishment of First Aid Boxes is a post of responsibility within the middle management structure in the school.



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 in October, 2022. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than 2026.

Implementation:

The policy has been implemented since 2022.

Signed: _____ Date _____

Chairperson Board of Management

Signed: _____ Date: _____

Principal



Appendix 1 - Medical Information Form

Child's Full Name	
Date of Birth	
Parent(s)/Guardian(s)	
Home Address	
Parent/Guardian Phone Numbers	Relationship to Child: _____ Mobile: _____ Work: _____ Relationship to Child: _____ Mobile: _____ Work: _____
Emergency Contact <i>Please provide contact details for <u>at least one other person apart from parents/guardians</u></i>	Relationship to Child: _____ Mobile: _____ Work: _____ Relationship to Child: _____ Mobile: _____ Work: _____
Doctor	GP Name & Address: Phone No:

Please tick if any of the below applies to your child:

Respiratory (e.g. Asthma, Cystic Fibrosis) Sight/Hearing difficulties

Heart Condition Diabetes Epilepsy Auto-Immune Condition

Allergies (e.g. pollen, nuts, medication, insect bites/stings, etc.)

Other Please specify:

As per our Administration of Medicines Policy, *'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'*.
If you have ticked any of the boxes above, you will be sent a Medical Condition and Administration of Medicines Form for completion (Appendices 2a, 2b & 3)

Signed:

Date:



Appendix 2a
Medical Condition and Administration of Medicines

I/We the parents/guardians of _____ give permission for the medication listed below to be administered to our daughter. We do not hold the school responsible for said administration.

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 as per prescription details outlined above where it is absolutely necessary for the continued well-being of my/our child. I/We understand that the school has no facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in daily, unless otherwise agreed. I/We understand that we must inform the school of any changes of medicine/dose in writing and that we must inform the school 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.

I/We will keep a note of 'Date of expiry' and will provide replacement medication in advance of the expiry date. I understand that the school is not responsible for notifying me of the expiry date.

I/We will provide the school with the required medication for my daughter including a spare to be kept in a centralised location by the school

Signed _____ Parent/Guardian

_____ Parent/Guardian

Date _____



**Appendix 2b
Allergy Details**

Type of Allergy:

Reaction Level:

Medication:

Storage details:

Dosage required:

Administration Procedure (When, Why, How)

Person(s) involved	
Date	
Time	
Reason	
Procedure	

Signed: _____

Date: _____



Appendix 3

Emergency Procedures

In the event of _____ displaying any symptoms of her 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)

Person(s) involved	
Date	
Time	
Reason	
Procedure taken	

Signed: _____

Date: _____