



Our Lady's Grove Primary School

Administration of Medicines/Medication Policy

Introduction

An Administration of Medicines/Medication Policy has been drafted through a collaborative school process and was ratified by the Board of Management (BoM) on 2020.

Rationale

The policy as outlined was put in place to;

- Clarify areas of responsibility
- Give clear guidance about situations where **it is not** appropriate to administer medicines
- Indicate the limitations to any requirements which may be notified to school staff
- Outline procedures to deal with a pupil with an allergy in our school
- Safeguard school staff who are willing to administer medication
- Protect against possible litigation

Relationship to School Ethos

The positive and inclusive ethos of OLG has been the cornerstone of our community for several decades in relation to all aspects of school life. The teachers, staff, parents/guardians and members of our community endeavour to show care and respect for each other at all times. 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 an Administration of Medication Form (Appendix 1) and a Critical Incident Contact Information Form (Appendix 2) when enrolling their child/ren in the school. If a parent does not disclose information about their child/ren's health to the school our ability to care for their child/ren will be seriously compromised. 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.

1. The Board of Management requires parents to ensure that the school/teachers be made aware in writing of **any** medical condition suffered by any child in their class
2. This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs
3. 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 e.g. school outings, tours and sports activities accompanied by a member of the teaching staff
4. 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 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
5. 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 having been given prior permission by the BoM
6. A small quantity of prescription medication will be stored in the Administration Office. There are two cases for these medications being in school:
 - Medication required for self-administration on a daily basis and parents have requested storage facilities
 - Medication to be used in response to an emergency situation for a child e.g. epilepsy
7. NB. Parents are responsible for the provision of medication, renewing when out of date and notification of change of dosage
8. 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
9. The school has purchased a defibrillator which is in the main hall area and has trained 16 staff to use this

The school is not responsible for after school activities held on the premises and it is up to the parents to notify the person running each activity separately of their own child/ren's needs

Long Term Health Problems/Life Threatening Conditions

Where there are children with long-term health problems and/or life-threatening conditions such as severe allergies or epilepsy in school, proper and clearly understood arrangements for the administration of medication must be made with the Board of Management. These must 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). 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 and a letter of indemnity which must 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. They must request the Board of Management to authorise the administration in school and this request must contain written instruction of the procedure to be followed in administering the medication. (Appendix 1)
2. 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
3. At the start of each school year the parent is to speak to their child's new teacher about the medication, demonstrate how it is to be administered and provide clear, written instructions of the same
4. A written record of the date and time of administration must be kept by the person administering it (Appendix 3)
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 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 (Appendix 1)
9. All correspondence related to the above are kept in a locked cabinet with the medications in the Administration Office

Medicines

- Non-prescribed medicines will neither be stored nor administered to pupils in school
- Staff members 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 a designated member of staff
- A staff member 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 staff member if not the parent
- No staff member 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. Parents will be contacted using the critical incident contact information (Appendix 2)
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.
- Parents do not send in medication of any kind with their children. It must be brought to the school and handed to the designated person
- Children never keep medication in their bags/coats etc

Guidelines for Pupils with Nut/Food Allergy

1. As part of our Healthy Eating Policy no foods with any nut product in them are eaten in school
2. Children are taught to be responsible for their own medication on yard, swimming or on other school trips
3. Children are not allowed to Advise children not to exchange foods, lunches etc.

In the Event of an Allergic Reaction

1. We follow the guidelines given by parents for treatment. It is important that the pupil be kept calm to allow him/her to breathe calmly as s/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 pen be administered. Pens are kept with the child, in class or on the yard. There is also a backup pen stored in the administration office. Before or immediately after pen has been administered, an ambulance must be called. Parents are also contacted as soon as possible.

Indicators of Shock

Symptoms of shock can include, wheezing, severe difficulty breathing and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhoea.

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 (Call 999).

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.

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.

A first aid box is kept outside the administration office to be used during break times to treat minor accidents and injuries. It contains antiseptic wipes, bandages, steri strips, gloves and ice packs.

A first aid box is kept in each individual classroom containing anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool etc.

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 Medicines/Medication. The Principal is the day to day manager of routines contained in the policy with the assistance of all staff members. The Deputy Principal is the Health and Safety Officer and the maintenance and replenishment of First Aid Boxes is currently being looked after by a Class Teacher and an SNA. The allergy checklist with photos and details of allergies is updated by a SET Teacher and an SNA. The designated person to coordinate spread of information as required is a Class Teacher.

Success Criteria

The effectiveness of the school policy in its present form is measured by the following criteria;

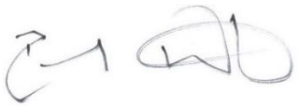
- Compliance with Health and Safety legislation
- Maintaining a safe and caring environment for children
- Positive feedback from parents/teachers
- Ensuring the primary responsibility for administering remains with parents/guardians

Ratification and Review

This policy was ratified by the BoM in 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 2022.

Implementation

The policy has been implemented since 2020.

Signed: 
Chairperson of Board of Management

Signed: 
Principal of Our Lady's Grove P.S.

Date: 5th May 2020

Date of next review: 5th May 2021

Appendix 1

Administration of Medication Request

Note: To be completed by Parents/Guardians

Date form completed: _____ Date for review: _____

Child's Information

Name of child: _____ Class: _____

Date of Birth: _____ Age: _____

Address: _____

Teacher's Name: _____ Room No: _____

Siblings in the school: _____

Name: _____ Class: _____

Name: _____ Class: _____

Family Contact 1:

Name: _____

Phone (day) Mobile: _____ Phone (evening): _____

Relationship to student: _____

Family Contact 2:

Name: _____

Phone (day) Mobile: _____ Phone (evening): _____

Relationship to student: _____

GP/Family Doctor:

Name: _____ Phone: _____

Consultant

Name: _____ Phone: _____

Condition information for: _____

3. Details of the child's condition(s) signs and symptoms

Triggers or things that make this student's condition(s) worse:

4. Regular Medication

5. Activities - Any special considerations to be aware of?

6. Any other information relating to the child's health care in school?

The school may contact the person named below for further information or training.

7. Name of Hospital Nurse for the child

Name: _____

Address: _____

Phone: _____

Parental agreement (please tick the correct reply)

I agree or I do not agree that the medical information contained in this plan may be shared with all those involved in my child's care, including emergency services. I understand that I must notify the school of any changes in writing

Signed by parent: _____

Print name: _____

Date: _____

Permission for emergency medication (please tick correct reply)

In the event of an emergency, I agree or I do not agree with my child receiving medication administered by a staff member or providing treatment.

In the event of an emergency I understand that the staff/school will call the emergency services.

I understand that the staff /school will not be responsible for any incident/issue that may arise to the administration and/or non-administration of this medication.

Signed by parent: _____

Print name: _____

Emergency Medication Provision School Record

The Board of Management has agreed this plan during the meeting held on

Chairperson
Board of Management

Date

Appendix 2

Critical Incident Contact Information Form

In case of an emergency or of a critical incident in the school, Parents/Guardians will be contacted immediately. If required, the emergency services will be called. In the event that the Parent/Guardian is uncontactable, the school will call one or both of the designated adults. These designated adults, nominated by you, must be a family member/relative/friend who is known to the child and available to come straight to the school to assist in looking after your child.

Please nominate two Designated Adults and provide all of their contact details on this form.

These Designated Adults must give you consent to provide the school with their contact information. We will exhaust all Parent/Guardian contact numbers that you have already provided before we contact your designated adult(s).

I understand that it is my responsibility to ensure that the contact information provided to the school is up to date.

I _____, hereby confirm that I have obtained the consent of _____ and _____ to be contacted in the case of emergency (only).

Child's Name	Date
Parent/Guardian (1)	Mobile Phone Number (s)
	Work Phone Number
Parent/Guardian (2)	Mobile Phone Number (s)
	Work Phone Number
Designated Adult (1) - Relationship to the child -	Contact /Mobile Phone Number (s)
Designated Adult (2) - Relationship to the child -	Contact /Mobile Phone Number (s)

The information contained in this form will be processed following GDPR regulations.

