



HEALTH & SAFETY ADMINISTRATION OF MEDICATION – INFORMATION POLICY

FOR INFORMATION PURPOSES ONLY

Introductory Statement

This policy has been formulated by a sub-committee of the Board of Management (BOM) comprising of teachers and parents.

The Administration of Medication Policy should be considered in conjunction with other relevant policies:

Copies of this policy will be given to each member of staff, to those responsible for after-school activities and to the members of the Board of Management. Copies will be available on request to parents/guardians and will be made accessible on the school web-site.

Rationale & Background

The Board of Management has a duty to safeguard the health and safety of children while engaged in school activities. This does not imply a duty upon teachers and staff to personally undertake the administration of medicines:

Aim

The aims of this policy are: To ensure that the needs of children who require administration of essential medications during the school day are met, in line with best practice. To ensure compliance with relevant legislation. To protect staff by ensuring that any involvement in medication administration complies with best practice guidelines.

DETAILS:

Parents are obliged to ensure that staff are made aware in writing of any medical condition suffered by any children in their class. These details can be included on forms issued each September for individual pupil files. If parents fail to complete a medical information form it will be assumed that there are no medical issues.

- No staff member can be required to administer medication to a pupil.
- A staff member cannot administer medication without the specific authorisation of the Board.
- Non-prescriptive medicines will neither be stored nor administered to pupils.
- Prescribed medicines cannot be administered without the written consent of parents and the specific authorisation of the Board.



- Certain medicines, such as inhalers used by asthmatic children, auto-injectors, Anapens etc. must be readily accessible at all times of the school day; children will be permitted to store these themselves, provided that written agreement regarding this arrangement has been obtained from parents. These medicines should be self-administered, (except in the case of Anapens) if possible, under the supervision of an authorised adult.
- Parents of a pupil requiring regular medication during school hours should contact the relevant members of the Board sub-committee regarding the administration of medication. Cases will be reviewed by the nominated persons and where appropriate and in line with Health & Safety at Work policies, a staff member may be authorised to administer the medication. If not, parents will be required to make suitable alternative arrangements.
- Please note that the BOM cannot require staff to administer medication. However the BOM will request appropriate Staff to volunteer, authorise them to administer the medication and arrange training if required. The BOM reserves the right, after due consideration, to refuse the request to administer medication. The letter requesting administration of medicines must be accompanied by the "Request for Administration of Medication – Information and Consent" form.
- In situations where the Board has authorised the administration of medication by a member of staff, the following written details will be required from parents.
- A separate consent form: (This gives consent for administration of medication and for information concerning the need for medication to be shared with school staff and the school's insurers). This information may be required if medical assistance is required for the child.
- Where a child may require medication, a minimum of two staff members who are willing to administer this will be identified. This will often but not always include the class teacher. Parents will be informed of staff members who have agreed to administer the medication in question. In the event that staff members willing to administer the particular medication cannot be identified, the Principal will discuss alternative options with the child's parents/guardians.
- The BOM reserves the right to request written confirmation of medical advice from the child's doctor, including confirmation of the medication dose and circumstances when it should be given.
- If the Board agrees that the medication can be stored and administered in school it is the responsibility of the parents/guardians to ensure that an adequate supply of medication is in stock, and that the medication has not passed its expiry date. In the event that medication passes its expiry date without being used, the child's parents/guardians will take responsibility for its safe disposal (usually by returning to the pharmacy).

Where permission has been given by the Board for the administration of medication, the smallest possible dose should be brought to school, preferably by the parent. (e.g. Anapens 2)

- If a child is on regular medication it is incumbent on the parent/guardian to ensure this is renewed at the start of each academic year.
- It is highly recommended that every pupil with an allergy should wear a medi-alert bracelet.



- Changes in prescribed medication (or dosage) should be notified immediately in writing to the school with clear instructions regarding any changes in administration.
- Where children are suffering from life-threatening conditions, parents should outline clearly in writing, what can and cannot be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- In emergency situations, qualified medical assistance will be secured at the earliest opportunity. Staff will act in loco parentis in an emergency situation.
- A written record of all medication administered in the school will be maintained in the school. It is the parents'/guardians' responsibility to check for such a record.
- In cases where it is unnecessary to contact parents, teachers will fill in a 'post-card' and put in pupil's homework journal to indicate how a minor accident happened and to outline the first aid steps taken. When medication is administered by staff to treat an emergency (allergic reaction, asthma attack, seizure, hypoglycaemia, etc.), parents will be notified by telephone.
- Under certain circumstances, it may be appropriate for an older child to retain medication in their own possession, and take responsibility for self-administration (e.g.: an older child who would normally carry and use their own inhaler). A written request to the BOM together with documentation is still required. Under these circumstances the school will not maintain a record of medication use. Because there is no record of the administration of such medication and because it is in possession of the child, staff cannot be held responsible if it is lost or misused.

Prescribed medication will only be administered to the child for whom it has been prescribed in line with current legislation. Arrangements for administration of medication to each pupil will be reviewed annually.

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Ratified by Board of Management on:- 20th JANUARY 2011

Signed:-

Michèle Ridgway

CHAIRPERSON, BOARD OF MANAGEMENT



Our Mission Statement & Philosophy:-

'We nurture and develop the best qualities in each of our students'

- ❖ We are committed to fostering a sense of identity and self-worth in each of our students.
- ❖ We are committed to developing a well-rounded individual with skills, attitudes, sensibilities and personal initiative that will allow each to grow into a mature, confident adult.
- ❖ We are committed to developing the whole person - morally, intellectually, aesthetically, spiritually and physically - in a caring, innovative, multi-denominational environment.
- ❖ We are committed to striving for high academic standards and in so doing we seek to challenge each of our students to achieve the best that they can.
- ❖ We are committed to ensuring that each of our students embraces the whole world community and culture, while at the same time fostering an appreciation of Irish culture in which the school is rooted.
- ❖ We recognise that serving both the school (students, staff and parents) and the wider community is a cornerstone of our philosophy, and we are committed to developing in each student innovative capabilities to participate in a dynamic world environment.