

# Administration of Medication Policy

Reviewed November 2023

This policy is formulated in accordance with guidelines issued by the CPSMA and the Irish National Teachers' Organisation.

## **Introduction**

While the Board of Management of Scoil Naomh Náille 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 requests parents to ensure that staff members are made aware in writing of any medical condition affecting 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 and also injection pens used in allergic reactions.

## **Rationale**

- To clarify areas of responsibility
- Give clear guidance about situations where it is and is not appropriate to administer medicines
- Indicate the limitations of any requirements which may be notified to teachers and school staff
- Outline procedures to deal with pupils with allergies and serious medical conditions in our school
- Safeguard school staff members who 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;
- To minimise health risks to children and staff on the school premises
- To fulfil the duty of the BoM in relation to Health and Safety and Child Welfare requirements.
- To 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 provide relevant medical information 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. The Board will seek indemnity from parents in respect of any liability arising from the administration of medicines. The medicine should not be kept by the pupil but in an area out of reach of all pupils (an exception to this may be an inhaler where the pupil has been trained to avail of this medication independently).
- Under no circumstance will non-prescribed medicines be either stored or administered in the school.
- The school generally advocates the self-administration of medicine (e.g. inhalers) under the supervision of a responsible adult, exercising the standard of care of a prudent parent.
- With the exception of medication held for emergency situations, medicines are generally not stored on the school premises overnight. However, a small quantity of prescription medication will be stored in a pre-agreed area 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.
- While the Board of Management has a duty to safeguard the health, safety and welfare 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.
- Medication in this policy refers to medicines, tablets and sprays administered by mouth only. The Anapen is to be administered as per instructions should the need arise.
- The Board of Management requests parents to ensure that teachers be made aware in writing at the start of each academic year of any medical condition suffered by their child. This information should be provided at enrolment, or at the development of any medical condition at a later date.

## **Long Term Health Problems**

Where there are children with long-term health problems in school, proper and clearly understood arrangements for the administration of medicines must be made with the Board of Management. This is the responsibility of the parents/guardians. It includes measures such as self administration, administration under parental supervision or administration by authorised school staff.

## **Life Threatening Conditions**

- Parents should outline clearly the correct procedures for children who require medication for life threatening conditions. Written details are required from parents/guardians outlining a 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.
- Where children are suffering from life threatening conditions, parents/guardians must 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 (See Appendix 3).

- If emergency medication is necessary, arrangements must be made with the Board of Management. A letter of indemnity must be signed in advance by the parents in respect of any liability that may arise regarding the administration of medication. (See Appendix 5).

**The following guidelines are in place with regard to pupils with a Nut Allergy:**

1. Advise all other Parents/Guardians that a child with this condition is in their child's class and therefore foods with nut content should not form part of their child's school lunchbox. (See sample letter to Parents/Guardians)
2. Parents/Guardians must caution their child that if they have this Nut Allergy condition that they cannot under any circumstances accept foods, treats etc. from any other source, other than their own lunchbox, while at school and to be able to explain the reasons why.
3. Teacher and Parents should remind children, from time to time, not to offer or exchange foods, treats etc. from their lunchbox.
4. If going off-site, Parent/Guardian contact details and medication must be carried with the teacher.

**Emergencies**

- Parents/Guardians must take responsibility for ensuring that their contact details are maintained up to date and accurately recorded at all times with school office and on the Aladdin communications database. Parents/Guardians are reminded regularly and encouraged to update these details themselves via the Aladdin App on their personal mobile device.
- Parents / Guardians must ensure that teachers are made aware in writing of any medical condition from which their child is suffering. For example, for children who have epilepsy, diabetes and may be prone to anaphylactic shock syndrome etc. who may have a seizure at any time, it is vital that teachers must be made aware of symptoms in order to ensure that treatment, if needed, may be given by appropriate persons.
- In the event of an emergency, teachers should do no more than is necessary and appropriate exercising the standard of care of a prudent parent to relieve extreme distress or prevent further and otherwise irreparable harm. If school staff are unsure as to what intervention to make qualified medical treatment should be sought at the earliest opportunity, by calling 999/112. Parents/Guardians will be contacted simultaneously.
- 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.
- The school with the support and co-operation of Parents/Guardians strives to maintain an up to date register of contact details of all parents/guardians including emergency numbers. This is updated at the start (August) of each new academic year.

**Guidelines for the Administration of Medicines**

- 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. (See appendices 1, 2 and 3)

- Parents must write requesting the Board of Management to authorise the administration of the medication in school, and where necessary to request the Board of Management to authorise a member of staff to administer the medication. (See appendix 1).
- 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 Parents/Guardians/Medical Personnel will ensure that the authorised staff member is properly instructed in how to administer the medication.
- No staff member can be required to administer medication to a pupil. Any staff member who is willing to administer medicines should follow the procedures exactly as outlined by the Parent/Guardian/Medical Personnel in the belief that the administration procedures, methods and dosages are safe.
- 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 the child's prescribed medicines in school.
- The Board of Management must inform the school's insurers accordingly.
- Where specific authorisation has been given by the Board of Management for the administration of medicine, the medicine must be first brought to school by the Parent/Guardian.
- Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school Principal and replenished when necessary.
- Emergency medication must have the exact details included of how it is to be administered and this must be demonstrated to the staff by the child's Parent/Guardian/Medical Personnel.
- A written record of the date and time of administration must be kept by the person administering it. (See appendix 4)
- All correspondence related to the above is kept in the child's file.
- Copies of details for individual children are also kept by the relevant class teachers. Procedures for the administration of medication are displayed discreetly in the relevant classrooms.

## **Medicines**

- Non-prescribed medicines will neither be stored nor administered to pupils in school.
- Staff in the school will only administer prescribed medication when arrangements have been put in place as outlined above. A staff member must not administer any medication without the specific authorisation of the Board of Management.
- Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times, must be made with the Principal.
- 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 and the parents contacted.
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

## **Infection in School**

Infections in school-going children are common. However not all infectious diseases are contagious. In the case of contagious diseases (chicken pox; infective hepatitis; measles; mumps; rubella (German Measles); scarlet fever; whooping cough; impetigo; ringworm; head-lice;), please inform the school immediately. Please keep your child away from school until s/he is clear of infection and check with your GP when your child is fit to return to

school. Head-lice infection can be a regular problem in the classroom. Please check your child's hair regularly and if you find a problem please treat immediately. Also it is important that you inform us so that we can ask everybody in the class/school to check this condition promptly.

### **First Aid**

From time to time minor incidents such as cuts and abrasions, etc. will occur. The staff at the school will deal with these by roughly cleaning the cut and if necessary apply a plaster to cover the wound for the short term. Parents are expected to check under the plaster when the child returns home from school. If for any reason you do not want us to treat minor injuries, please inform the school in writing in advance of same. In that event you will be contacted at home or work and asked to come and attend to your children should the need arise.

### **Reporting Accidents in the School**

Minor cuts and abrasions will be treated as outlined under "First Aid" in our Health & Safety Policy. It is expected that parents check plasters that the child may be wearing on their return home from school. General incidents will be reported to the class teacher and every effort will be made for staff to link with parents/guardians at home time. Incidents of a more serious nature will be recorded in the incident book. An accident report form will be filed where medical intervention is required. Where a child receives a more serious injury, parents will be notified promptly. Staff should keep a record in their teacher diary of how/when this notification is carried out.

### **First Aid Boxes**

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

There are three first aid boxes in the school: these are located in the school office. All staff are aware of the location. The contents of each box include latex free gloves, anti-septic wipes, bandages, plasters, sprays, steri-strips, cotton wool, scissors etc. and these are replenished when deemed necessary by Safety Officer.

### **Defibrillator**

It is hoped that the school will be in a position to purchase a defibrillator in the current school year (2023/2024). Staff have carried out training on First Aid to include CPR and Defibrillator, and they will be retrained once the defibrillator is purchased. A list of all those in attendance will be retained on file.

### **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. If a child is too sick to play with peers we feel they really should not be in school in the first instance except where a physical injury precludes their participation.

### **Roles and Responsibilities**

The Board of Management has overall responsibility for the implementation and monitoring of the school policy on Administration of Medicines Policy. The Principal is the day-to-day manager of routines contained in the policy, with the assistance of all staff members. Mrs Maura Gavigan is our Safety Officer and the maintenance and replenishment of First Aid Boxes is her responsibility under the guidance of the Principal.

## **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 Administration of Medicine remains with the child's Parents/Guardians

## **Ratification, Communication, Monitoring and Review**

This policy was ratified at a BOM meeting on 11<sup>th</sup> December 2023. It will be communicated to staff and the school community and will be reviewed in the event of incidents or on the enrolment of a child/children with significant medical conditions, but no later than 2027.

**Appendix 1**  
**Medical Condition and Administration of Medicines**

Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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**Emergency Contacts**

1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to the Child: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to the Child: \_\_\_\_\_

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Child's Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Child's Pharmacist: \_\_\_\_\_ Phone: \_\_\_\_\_

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Medical Condition:  
\_\_\_\_\_

Prescription Details:  
\_\_\_\_\_

Storage details:  
\_\_\_\_\_

Dosage required:  
\_\_\_\_\_

Is the child to take responsibility for taking the prescription him/herself?

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What action is required?/Procedure(s)

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- 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 further request that the Board of Management authorise a member of staff to administer the prescription medicine.  
YES/NO Please circle as required.
- I/We understand that the school has limited facilities for the safe storage of prescription medicines. Please outline/agree with the Principal a safe storage area for your child's medication.
- I/We understand that we must inform the school/teacher of any changes of medicine/dose in writing and that we must inform the new class 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.

Please inform the Principal of St. Naul's N.S. as a matter of urgency if there is a change in any of the details outlined above.

Signed: \_\_\_\_\_ Parent/Guardian Date: \_\_\_\_\_

Name: (block capitals) \_\_\_\_\_

Signed: \_\_\_\_\_ Parent/Guardian Date: \_\_\_\_\_

Name: (block capitals) \_\_\_\_\_



**Appendix 2**  
**Allergy Details**

Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Allergy: \_\_\_\_\_

Reaction Level: \_\_\_\_\_

Medication: \_\_\_\_\_

Prescribed by Doctor (name): \_\_\_\_\_ Phone: \_\_\_\_\_

Dispensed by Pharmacist (name): \_\_\_\_\_ Phone: \_\_\_\_\_

Storage details: \_\_\_\_\_

Dosage required: \_\_\_\_\_

Administration Procedure (When, Why, How)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please inform the Principal of St. Naul's N.S. as a matter of urgency if there is a change in any of the details outlined above.**

Signed: \_\_\_\_\_ Parent/Guardian Date: \_\_\_\_\_

Name: (block capitals) \_\_\_\_\_

Signed: \_\_\_\_\_ Parent/Guardian Date: \_\_\_\_\_

Name: (block capitals) \_\_\_\_\_

## **Appendix 3**

### **Emergency Procedures**

In the event of \_\_\_\_\_ displaying any symptoms of his/her medical difficulty, the following procedures should be followed.

Symptoms:

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- Procedure:
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_

**Please inform the Principal of St. Naul's N.S. as a matter of urgency if there is a change in any of the details outlined above.**

**To include: Dial 999/112 for emergency services. Contact Parents**

Signed: \_\_\_\_\_ Parent/Guardian    Date: \_\_\_\_\_

Name: (block capitals) \_\_\_\_\_

Signed: \_\_\_\_\_ Parent/Guardian    Date: \_\_\_\_\_

Name: (block capitals) \_\_\_\_\_

**Appendix 4**

**Record of Administration of Medicines by School Staff to a Student.**

Pupil's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Medical Condition: \_\_\_\_\_

Medication: \_\_\_\_\_

Dosage Administered: \_\_\_\_\_

Administration Details (When, Why, How)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

**\*\* Two signatures are required here at all times.**

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

**Appendix 5**

**ADMINISTRATION OF MEDICINES IN SCHOOLS INDEMNITY FORM**

THIS INDEMNITY made the \_\_\_\_\_ day of \_\_\_\_\_ 202

BETWEEN

\_\_\_\_\_  
(lawful father and mother / Guardians)

of \_\_\_\_\_  
(hereinafter called 'the parents') of the One Part

AND

\_\_\_\_\_  
for and on behalf of the Board of Management of St. Naul's National School, Keellogs, Inver,  
Co. 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 \_\_\_\_\_.
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 as may be designated from time to time by the Board. NOW IT IS HEREBY AGREED by and between the parties 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.

IN WITNESS whereof the parties hereto have on this day and year first herein WRITTEN and SIGNED by the parents in the presence of Principal Rory O'Donnell

SIGNED AND STAMPED by the said in the presence of Rory O'Donnell

\_\_\_\_\_  
*Signature of Rory O'Donnell*

\_\_\_\_\_  
*Signature of Child's Mother/Guardian*

\_\_\_\_\_  
*Signature of Child's Father/Guardian*

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