



## **SN Tulach Uí Chadhain**

### **Administration of Medicines Policy**

#### ***Introduction:***

This policy is drafted in accordance with guidelines issued by the Primary School's Managerial Bodies and the Irish National Teacher's Organisation

#### ***Aims:***

This policy aims:

- Clarify areas of responsibility
- 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
- Minimise health risks to children and staff on the school premises
- Fulfil the duty of the Board of Management in relation to Health and Safety requirements
- Safeguard school staff-members who are willing to administer medication

#### **General School Procedures**

1. Non-prescribed medicines will neither be stored nor administered to pupils in school
2. Prescribed medication should be self-administered, if possible, under the supervision of a parent or an authorised member of staff
3. Staff will only administer prescribed medication when arrangements have been put in place as outlined below
4. No staff member can be required to administer medication to a pupil
5. In an emergency situation qualified medical assistance will be secured at the earliest opportunity and the parents contacted
6. Prescribed medication is not stored in the school if at all possible. The child should bring the minimum necessary dose to school with them each day
7. When emergency medication needs to be available in the school, storage arrangements must be agreed in writing with the Board of Management
8. Under no circumstances will any medication be administered to a child other than the child for whom it was prescribed

9. Parents of children with chronic or life-threatening medical conditions will be asked to complete a detailed Healthcare and Emergency Plan. This plan will be shared with any staff members that come into regular contact with the child. A copy of the Emergency Plan, with the child's photo attached will be kept in the yard book.
10. A Medical Alert Card will be compiled for any children needing the administration of medicines. These cards will follow the child through the school and be updated regularly when necessary.
11. The school ensures that all staff protect student confidentiality.

### Responsibilities of Parents

- Parents are required to inform the school in writing of any medical condition suffered by their child. This information should be provided at enrolment into the school or at the development of any medical condition at a later date
- The parent/guardian should write to the Board of Management requesting the Board to authorize a staff member to administer the prescribed medication or to monitor self-medication. The letter should also contain the following:
  - The child's full name and address
  - The name of the medication to be administered
  - The exact dosage and time of the administration
  - The procedure to be followed in the administration and storing of the medication
  - Signature of parent or guardian
  - *A template letter can be found in appendix 1*
- Parents/Guardians are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult. The medication must be clearly labelled with the child's name, the name and dose of the medication and the frequency of the dose. Parents are responsible for ensuring that an adequate supply is available and that it is renewed prior to expiry date. The storage of medicines will be decided on a case by case basis
- Parents are further required to indemnify the Board and authorized members of staff in respect of any liability that may arise regarding the administration of prescribed medication in school. The Board will inform the schools' insurers accordingly.
- Changes in prescribed medication or dosage should be notified immediately to the school with clear written instruction of the procedure to be followed in storing and administering the new medication

- Requests for administration of medication should be reviewed at the beginning of each school year.
- Where children are suffering from a serious or chronic medical condition parents/guardians should outline clearly in writing what should and should not be done in a particular emergency situations, with particular reference to what may be a particular risk to the child. They will be asked to complete a Healthcare Emergency Plan to assist the school in caring for their child.
- Parents/guardians are required to provide a telephone number where they may be contacted in the event of an emergency arising.
- When school outings take place, it is the responsibility of the parents/guardians to ensure that suitable arrangements have been put in place for their child.

### Responsibilities of the Board of Management

- The Board of Management of SN Tulach Uí Chadhain authorizes all staff members to administer prescribed medicines where necessary and where expressly requested to do so by parents of children with serious health issues, providing a written request to do so has been received from the child's parents or guardians, including an indemnity clause, and where staff members have received adequate training in the administration of the medicines. The Board of Management will facilitate such training when necessary.
- The Board shall inform the school insurers accordingly
- Where necessary the Board shall arrange for the safe storage of medication
- The Board, through the Principal, will ensure that colour photographs of any child with Healthcare and Emergency Plans or needing the administration of medicines will be affixed to relevant documentation to ensure correct identification.
- The Board shall support and implement the Healthcare and Emergency Plans agreed between the school and parents.

### Responsibilities of the Staff Members

- 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
- No staff member can be required to administer medication to a pupil
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe



- Medication must not be administered without the specific authorisation of the Board of Management
- In administration of medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent
- Staff will ensure a written record of date and time of any medication which they have administered or have supervised being self-administered is kept (See Appendix 2)
- In emergency situations, staff should do no more than is obviously 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.
- Each class teacher will ensure that the medical alert cards in his/her classroom contain up to date information. The medical alert card will state clearly where any medication or additional information is stored.
- Class teachers will maintain Healthcare and Emergency plans in a clearly identified and accessible place. They will store any medicines or equipment in accordance with the agreed written plan.
- The principal or Deputy-Principal will ensure substitute staff is apprised of the medical alert card system.
- Staff on yard duty will familiarise themselves with any Emergency Plans necessary.

### Responsibilities of the Special Duties Teacher

- On receipt of relevant information from the Board of Management, the Special Duties Teacher will compile a central register of medical conditions in the school each year and ensure that the relevant teachers have the appropriate medical alert cards and training.
- The Special Duties Teacher will ensure that Medical Alert Plans are reviewed annually with any necessary updates to information.
- The Special Duties Teacher will maintain a school register of completed Healthcare and Emergency Plans. Copies of the plans will be given to (i) the class teacher (ii) any Special Education Teacher involved with the child and (iii) any SNA on duty as well as being recorded centrally.

### *Ratification and Review*

This policy was adopted by the Board of Management on \_\_\_\_\_ and will be reviewed every 3 years. The policy has been made available to school personnel, published on the school website

and provided to the Parent's Association.

**Signed**



**Date: 6/05/2021**

**Chairperson, Board of Management**

**Signed**

Brian Mac Lochlainn

6/5/2021

**Date**

**School Principal**

## Administration of Medicines Policy

### Appendix 1 Parent's Request Form and Instructions

I/We request that the Board of Management of Scoil Naomh Bríde Tulach Uí Chadhain authorise the administration of prescribed medicine during the school day in accordance with the instructions given below. I/We understand that we must inform the school in writing of any changes of medicine/condition.

Child's name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Class: \_\_\_\_\_ Teacher's Name: \_\_\_\_\_

#### **Emergency Phone Contacts**

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

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

3) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

4) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

(For some conditions such as Anaphylaxis, Diabetes, Epilepsy and Severe Asthma we will also require a more detailed Healthcare and Emergency Plan)

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

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

Is the child to be responsible for taking the medicine him/herself? \_\_\_\_\_

Procedure for Administration of Medication (When, Why, How):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Procedure for Storage of Medication:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Circumstances under which action should be taken/medication should be administered:

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**I/We the parent(s)/guardian(s) of the child named above hereby give permission to St. Fiachra's Senior School to administer the medicines outlined and I/we indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of the prescribed medicines.**

\_\_\_\_\_ **Dated:** \_\_\_\_\_  
(Signature of parent/guardian)

\_\_\_\_\_ **Dated:** \_\_\_\_\_  
(Signature of parent/guardian)

**Appendix 2**

**Record of Medication Administered by Staff**

| <b><u>Date</u></b> | <b><u>Time</u></b> | <b><u>Child's Name</u></b> | <b><u>Medication</u></b> | <b><u>Dose Given</u></b> | <b><u>Reaction</u></b> | <b><u>Signature</u></b> | <b><u>Print Name</u></b> |
|--------------------|--------------------|----------------------------|--------------------------|--------------------------|------------------------|-------------------------|--------------------------|
|                    |                    |                            |                          |                          |                        |                         |                          |
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## MEDICAL ALERT CARD

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|--|
| <b>Pupil's Name</b>  |
| <b>Medical Condition</b>   |
| <b>Symptoms to watch out for:</b>  |
| <b>Activities to be careful of:</b>  |
| <b>Treatment and Medication (only to be administered by an authorised adult)</b> |
| <b>Location of Medication:</b>   |
| <b>School Contact (Teacher/SNA and classroom)</b>                                |
| <b>Parents/Guardians Contact Details:</b>  |

