



Burnfort National School

Burnfort,
Mallow,
Co. Cork.

Phone: (022) 29438

Administration of Medicines Policy

Burnfort National School

Introduction:

An Administration of Medication policy was drafted by the staff of Burnfort National School in September 2013 and reviewed in September 2018.

Rationale:

The policy as outlined was put in place to;

- Clarify areas of responsibility.
- To give clear guidance about situations where it is 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 an 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
- Fulfill 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/guardians are required to complete a health/medication form when enrolling their child/ren in the school and reviewed on an annual basis. No teacher is obliged to administer

medicine 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 with a severe allergy have written to the BoM requesting the Board to authorise a member of the teaching staff to do so. Medicines may need to be either stored or administered in the school. The Board will seek indemnity from parents/guardians by requesting that the health/medication form (see Appendix 1) be completed, along with letter from GP (see Appendix 2) annually 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 small quantity of approved medicine will be stored in the relevant classrooms if a child requires self-administering on a daily basis and parents have requested storage facilities. Parents are responsible for the provision of medication, ensuring that it is within its expiry date and gives the school notification of change of dosage in writing.
- 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. Teachers will record when medicine has been administered in (see Appendix 3). All staff have been made aware of children in school with severe allergies (see Appendix 4).
- 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.

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 would include measures such as self-administration, administration under parental supervision or administration by school staff.

Life Threatening Condition

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 (Appendix 3). If emergency medication is necessary, arrangements must be made with the Board of Management. A letter of indemnity 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/guardians of the pupil with special medical needs must inform and send a request to 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 Appendix 1)

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 and must be signed in (see Appendix 5)
4. A written record of the date and time of administration must be kept by the person administering it (see Appendix 3) and parent/guardian is to be contacted.
5. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary
6. Two adults should be present (where possible) when prescribed medication has to be administered either by child himself/herself or supervising adult.
7. Emergency medication must be clearly named and have exact details of how it is to be administered (to be seen in doctors note).
8. The BoM must inform the school's insurers accordingly.
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 medicines in school.
10. All correspondence related to the above are kept in the relevant classrooms.

Medicines

- Non-prescribed medicines will neither be stored nor administered to pupils in school, except for children with life threatening conditions.
- Teachers/SNAs in the school will only administer prescribed medication when arrangements have been put in place as previously outlined.
- 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 a teacher/SNA if not the parent/guardian. The parent/guardian is to be contacted and informed of dosage given and reasoning behind this.
- No teacher/SNA is legally required to administer medicine to a pupil
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted and informed of the situation that has arisen.
- It is not recommended that children keep medication in bags, coats, etc.
- Where possible, the parents/guardians should arrange for the administration of prescribed medicines outside of school hours.

The following guidelines are in place with regard to pupils with an allergy

1. Food allergens are not permitted by pupils or staff in Burnfort National School.
2. If going off-site, medication must be carried by the teacher in charge.
3. Parents/guardians will be notified of same at start of each school year.

In the event the pupil comes in contact with a food allergen

Each case is different so:

1. Notify child's class teacher and principal.
2. Refer to plastic First Aid box in relevant classroom. It will be located on top of the lunch lockers.

School Doctor: Karen Buckley

Contact Number 022-58700

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, staff members may take a child into Accident and Emergency without delay having contacted the parents where possible.

In addition, parents/guardians must ensure that teachers are made aware in writing of any medical condition which their child is suffering from. For example, children who have epilepsy, diabetes 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, football/hurling games and athletic activities.

A fully stocked first aid box is kept the office.

Each classroom has a First Aid Box located on top of lunch lockers, containing medicines pertaining to children with severe allergies and for children who self-administer.

General Recommendations:

We recommend that any child who shows signs of illness should be kept at home.

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 Deputy Principal is the Safety Rep 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 medicines remains with parents/guardians

Timeframe for Implementation

These procedures will be implemented into practice formally following ratification by the BOM.

Timeframe for Review

This policy will be reviewed on an annual basis, in the event of incidents or on the enrolment of child/children with significant medical conditions.

Responsibility for Review

- DLP
- Principal
- All Staff

Ratification and Communication

This Policy was circulated to the Parents Association and was duly ratified by the Board of Management at a meeting held on the _____ day of _____.

Signed: _____

Chairperson Board of Management

Appendix 1

Medical Condition and Administration of Medicines

Child's Name: _____

Address: _____

Date of Birth: _____

Emergency Contacts

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

3) Name: _____ Phone: _____

Child's Doctor: _____ Phone: _____

Medical Condition: _____

Prescription Details: _____

Storage details: _____

Dosage required: _____

Is the child to be responsible for taking the prescription him/herself?

Emergency Procedures

In the event of _____ displaying any symptoms of his medical difficulty, the following procedures should be followed.

The symptoms are as follows:

The following is the procedure to be followed:

To include: Dial 999 and call emergency services.

Contact Parents

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 understand that the school has no facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in daily. I/We understand that we must inform the school/teacher of any changes of medicine/dose in writing and that we must inform the 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.

Signed _____ Parent/Guardian

_____ Parent/Guardian

Date _____

Appendix 3

Record of Administration of Medicines

Pupil's Name: _____

Date of Birth: _____

Medical Condition: _____

Medication: _____

Dosage Administered: _____

Time _____

Administration Details (When, Why, How)

Parents/Guardians contacted Y/N _____ Time _____

Details given; _____

Principal notified Y/N _____ Time _____

Signed: _____

Date: _____

Appendix 4: Children with allergies in the school 2018/19

Appendix 5: Signing in of medication into school

Name	Date	Prescription	Amount in bottle and dose details	Signed Parent/Guardian Signed Class Teacher