



**Administration of Medicines
Policy**

Lucan Educate Together N.S.

June 2024

Contents

1. Introduction.....	3
2. Relationship to School Ethos	3
3. Policy Aims	3
4. Notification of Medical Conditions	4
5. Long Term Medical Conditions	4
6. Life Threatening Conditions.....	5
7. Storage of Medication.....	5
9. Administration of Medicines	6
10. Severe Allergies	7
11. Emergencies	7
12. First Aid Boxes	8
13. Roles & Responsibilities	8
14. Success Criteria	8
15. Review	9
16. Appendix A - Health Care Plan.....	10
17. Appendix B - Administration Record.....	15

1. Introduction

As a school with a significant and diverse student body, children can present with a range of medical conditions that may require intervention in the course of the school day. Where such medical conditions require medication parents should, where possible, arrange for the administration of prescribed medicines outside of school hours. However, where administration of prescribed medication during the school day is unavoidable it is necessary to have a policy in place to:

- Clarify areas of responsibility
- To give clear guidance about situations where it is appropriate to administer medicines
- To give clear guidance about situations where it is not appropriate to administer medicines
- To indicate any limitations that may arise in the assistance that school staff can provide in administering medicines.
- To outline procedures to deal with a pupil with a severe allergic reaction in our school
- To safeguard school staff that are willing to administer medication
- To protect against possible litigation

2. Relationship to School Ethos

Our 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.

3. Policy Aims

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 the Medical Condition and Administration of Medicines Form (hereafter referred to as Appendix A).

- To make staff aware of the importance of having care plans in place for pupils with critical, long-term or chronic illnesses and the administration of medication if applicable.

4. Notification of Medical Conditions

It is the responsibility of parents/guardians to advise school staff if a child has a medical condition or develops such a condition in the course of their time in the school. Parents are required to complete a Pupil profile information sheet when enrolling their child/ren in the school and to provide information on any relevant medical conditions. Where a child develops a condition after the initial pupil registration form has been completed parents must advise the school immediately. Where a parent/guardian advises on enrolment or subsequently that a child has a medical condition or may need medication in the course of the school day a care plan will be drawn up and agreed upon by parents and staff (see Appendix A). The school is not responsible for failure to administer medication or provide appropriate care where parents/guardians failed to advise the school of relevant medical conditions.

Conditions notified by parents may fall into categories outlined in this Policy: Long Term Medical Conditions and Life Threatening Conditions.

5. Long Term Medical Conditions

Where there are children in school with long-term medical conditions a care plan must be agreed and proper and clearly understood arrangements for the administration of medicines must be made with the Principal and notified to the Board of Management. This is the responsibility of the parents/guardians and would include measures such as self-administration, administration under parental supervision or administration by school staff.

Parents 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. All staff are made aware of existing and

incoming medical needs at the beginning of each academic year. A master file is also made available for all staff to reference.

6. Life Threatening Conditions

Where children are suffering from life threatening conditions, parents/guardians must clearly outline, in the care plan, what should be done in a particular emergency situation, with particular reference to what may be a risk to the child. If emergency medication is necessary, arrangements for storage & administration must be made with the Board of Management.

7. Storage of Medication

Non-prescribed medicines will neither be stored nor administered to pupils in school. Where possible, parents should arrange for the administration of prescribed medicines outside of school hours. Where administration of prescribed medication during the school day is required on a routine basis or in an emergency situation arrangements must be made, when agreeing the care plan, for the storage of appropriate medication on the school premises.

1. The parents/guardians of the pupil with specific medical needs must inform the Board of Management in writing of the condition, giving all the necessary details of the condition and setting out clearly the procedure to be followed in administering the medication. (Appendix A).
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
4. Emergency medication must have exact details of how it is to be administered.
5. A small quantity of prescription drugs will be stored in the Administration Office in a clearly labelled and secure cabinet.
6. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school, is in-date and replenished when necessary.

7. Where medication must be administered on a routine basis parents are responsible for the provision of medication, ensuring it is in-date and must notify the school of any change of dosage.
8. Parents are responsible for removal and destruction of all out-of-date medications and are also responsible for the collection of medicines on the last day of the school year. This is detailed on the pupils care plan. (Appendix A)
9. All prescribed medication must be stored in the manner specified and children must not keep medication in bags, coats, etc.

9. Administration of Medicines

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. However no teacher or staff member is obliged to administer medicine or drugs to a pupil and any staff member willing to do so works under the controlled guidelines outlined below.

1. Prescribed medicines will only be administered by teachers/SNAs/other staff members after parents of the pupil concerned have completed a care plan along with a staff member and has authorised staff to do so.
2. A teacher/SNA/other staff member must not administer any medication without the specific authorisation of the care plan.
3. Routine prescribed medicine should where possible be self-administered (e.g. inhalers), under the supervision of an authorised Teacher/SNA/staff member if not the parent.
4. A written record (Appendix B) of the date and time of administration must be kept by the person administering it.
5. In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted.
6. Parents are 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 A).
7. All correspondence related to the above are kept in the school.

10. Severe Allergies

The following guidelines are in place with regard to pupils with a severe allergic reaction, for example, nut allergy, kiwi allergy.

1. In our school parents have been advised that there are pupils with a nut allergy and so all pupils are asked to refrain from bringing nuts or products with nut traces into their class.
2. Advise children not to offer or exchange foods, sweets, lunches etc.
3. If going off-site, medication must be carried.
4. Medication is also in a dedicated yard bag.

In the event the pupil comes in contact with an allergen:

1. The child's HealthCare Plan will be referred to and all guidelines as set out by parents in plan will be adhered to. It is important that the pupil be kept calm to allow them to breathe calmly as they 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. Pen is stored in filing cabinet in office and in dedicated yard bag. Before or immediately after Pen has been administered, an ambulance must be called.

Indicators of shock include:

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

11. 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. In an emergency situation 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, designated staff members may take a child into Accident and Emergency without delay. Parents will be contacted simultaneously.

The school maintains an up-to-date register of contact details of all parents/guardians including emergency numbers. While the school office updates this register regularly it is the responsibility of parents to advise the school of any change in contact details.

12. First Aid Boxes

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

First aid boxes are kept in the office, the junior infant and senior infant classes adjacent to the yard, the staffroom, both classrooms in Cosáin (ASD classes). First Aid boxes are taken out to a designated space at each break and lunch time.

13. Roles & 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 and ensures their implementation with the assistance of all staff members. The maintenance and replenishment of First Aid Boxes is undertaken by the health and safety officer which in the context of Lucan ETNS is the Deputy Principal. Parents / guardians have responsibility overall for the health and wellbeing of their children and are responsible for ensuring that the school are advised as appropriate of any relevant medical condition affecting their child.

14. Success Criteria

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

- Compliance with Health and Safety legislation
- Compliance with steps as laid out in pupil's care plans.
- Maintaining a safe and caring environment for children
- Positive feedback from parents/teachers
- Ensuring the primary responsibility for administering medication remains with parents/guardians

15. Review

This policy was ratified by the Board of Management in May 2024. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than June 2026. This policy may also be reviewed at an earlier date to reflect any changes in law or Department policy.

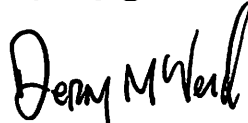
Signed:



Principal

Date: 05-06-2024

Signed:



Chairperson of the Board of Management

Date:

04/07/2024

16. Appendix A

NOTIFICATION OF MEDICAL CONDITION/HEALTHCARE PLAN

STUDENT'S INFORMATION

Name of student: _____

Date of birth: _____

Class: _____ Teacher: _____

Siblings in school:

Name : _____ Class: _____

Name: _____ Class: _____

CONTACT INFORMATION:

Student's Address:

Contact 1:

Name : _____

Phone: _____

Relationship to student: _____

Contact 2:

Name: _____

Phone: _____

Relationship to student: _____

Contact 3:

Name: _____

Phone: _____

Relationship to student: _____

GP:

Name: _____

Phone: _____

Consultant:

Name: _____

Phone : _____

DETAILS OF STUDENT'S CONDITION:

Signs and symptoms of student's condition:

Triggers that could make this condition worse:

ROUTINE HEALTH REQUIREMENTS:

During school hours:

Outside school hours:

REGULAR MEDICATION:

Name of medication: _____

Dosage: _____

How to be administered:

Is your child able to self-medicate? _____

If not, name of person to administer medication: _____

It is the responsibility of parents to supply appropriate medication and to ensure it is kept up to date. All unused medication must be collected at the end of the school year. All medication will be stored securely

in a locked cabinet in the office or in the fridge in the staffroom if required. In the interest of the safety of all children, we do not allow children to keep medication in their school bags.

EMERGENCY MEDICATION AND PROCEDURES:

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

Symptoms:

Procedure:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

**To include: Dial 999/112 and call emergency services. Contact
Parents/Guardians.**

ACTIVITIES - ANY SPECIAL CONSIDERATIONS (E.G Sporting outings, / tours /
P.E. / trips /weather)

ANY OTHER RELEVANT INFORMATION:

SIGNATURES AND DATE:

Parent: _____

Parent: _____

Teacher: _____

Principal: _____

In line with your child's Healthcare Plan Please complete the indemnity below.

ADMINISTRATION OF MEDICINES

REQUEST FOR APPROVAL/FORM OF INDEMNITY

TO: Board of Management

For: (child's name): _____

I request approval from the Board of Management for staff to administer treatment/medication to my child as set out in his/her healthcare plan. I accept any associated risks and indemnify the school and its staff in relation to any issues arising from this arrangement.

Name: (BLOCK CAPITALS) _____

Signed: _____

Date: _____

Received and Approved by the Board of Management on (date) _____

Signed: _____

Chairperson on behalf of the Board of Management

17. Appendix B

RECORD OF ADMINISTRATION OF MEDICINES

Name of student: _____

Date of birth: _____

Class: _____

Teacher: _____

Medical condition: _____

Medication: _____

Dosage administered: _____

Dosage administered by: _____

Administration Details (When, why, how)

Were parents/guardians informed? Yes/No (circle) Phone Call/Email (circle)

Signed:

Date: