

Scoil Naomh Pádraig,
Ballyroan Crescent,
Ballyroan,
Dublin 16

Administration of Medicine Policy
2018

Introductory Statement

This policy was formed by the teaching and non-teaching staff and management of Scoil Naomh Pádraig. It aims to set out agreed procedures for the administration of medicines to pupils suffering from medical conditions.

Rationale

The policy as outlined was put in place to:

- Create a safe environment for the pupils who require the administration of medicines during school.
- Clarify areas of responsibility
- Give clear guidance about situations where it is not appropriate to administer medicines
- Indicate the limitations to any requirements which may be notified to teachers and school staff
- Outline procedures to deal with a pupil with a nut 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 relations, not only regarding 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:

- Provide guidelines 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

In-School Procedures

Parents are required to complete a Health/Medication form when enrolling their child/children in the school. No teacher is obliged to administer medicine or drugs to a pupil and any teacher willing to do so works within the guidelines outlined below.

- Prescribed medicines will only be administered after parents of the pupil concerned have written to the Principal requesting the school to authorise a member of the staff to do so. Under no circumstance will non-prescribed medicines be either stored or administered in the school. The Principal will seek indemnity from parents in respect of any liability arising from the administration of medicines.

- The school generally advocates the self-administration of medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent. No medicines are stored on the school premises unless permission is obtained from the Principal. Parents are responsible for the provision of medication and notification of change or cessation of dosage. Parents should ensure that the medication is in date.
- 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.
- The Principal 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 or drugs.
- A list of all medical conditions relating to each child can be found in each teacher's desk drawer in their classroom. This list is updated on an annual basis when parents complete a medical profile, or sooner if the school is made aware of a child's medical condition.

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 Principal. 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 Principal. 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 of the pupil with special medical needs must inform the Principal 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. (Appendix 1, 2 or 3).
2. Parents must write requesting the Principal to authorise the administration of the medication in school.
3. Where specific authorisation has been given by the Principal for the administration of medicine, the medicines must be brought to school by the parent/guardian/designated adult.

4. A written record of the date and time of administration must be kept either by the person administering the medicine or in the case of self-administration, by the class teacher (Appendix 4).
5. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school, in date and replenished when necessary.
6. Emergency medication must have exact details of how it is to be administered.
7. The Principal must inform the school's insurers accordingly.
8. 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 prescribed medicines in school.
9. All correspondence related to the above is kept in the school.

Medicines

- Non-prescribed medicines will neither be stored nor administered to pupils in school.
- Teachers/SNAs in the school will only administer prescribed medication when arrangements have been put in place as outlined above.
- 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 Principal. Children should not bring medications to school unless prior approval is given by the Principal.
- The prescribed medicine must be self-administered if possible, under the supervision of an authorised Teacher/SNA if not the parent.
- No teacher/SNA 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.
- It is not recommended that children keep medication in bags, coats, etc. Inhalers and other medications should be stored in the teacher's drawer, away from reach of children.
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

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

- Parents must inform the school if their child has a nut allergy.
- An individual Anaphylaxis Emergency Plan will be put in place for children with a nut allergy.
- A copy of this plan will be on display in the classroom and staffroom.
- Guidelines for dealing with pupils with nut allergies, the symptom of an anaphylactic reaction and appropriate action to take can be found in appendix 5 of this document.

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, designated staff members may take a child into Accident and Emergency without delay. The principal will decide on the day which staff members will accompany the child. Parents will be contacted simultaneously.

In addition, parents must ensure that teachers are made aware in writing of any medical condition which their child is suffering from. For example children who are epileptic, diabetic 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. Parents are requested to inform the office should they change their contact details.

First Aid Boxes

A first aid box is kept in each classroom and each yard, containing anti-septic wipes, gloves and plasters. A full medical kit is taken when children are engaged in out of school activities.

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. A child too sick to play with peers should not be in school.

Roles and Responsibilities

The Board of Management 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. One of the Assistant Principal II Post Holders has responsibility for Health and Safety and the maintenance and replenishment of First Aid Boxes.

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 remains with parents/guardians

Timeframe

The policy will be implemented fully by all staff from January 2018.

Review

The policy will be reviewed in full by 2020 or sooner following a serious incident or on the enrolment of child/children with significant medical conditions.

Communication

This school policy will be made available to all staff through the school's Google Drive account. It will be also placed on the school website for parental viewing.

Ratification

This policy was ratified by the Board of Management on _____.

Signed: _____ Date: _____

Paul Mullaly, Chairperson, Board of Management

Appendix 1
Medical Condition and Administration of Medicines

Child's Name: _____ Date of Birth: _____

Address: _____

Emergency Contacts

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

3) Name: _____ Phone: _____

4) 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?

What Action is required

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 wellbeing of my/our child. 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 2
Allergy Details

Type of Allergy: _____

Reaction Level: _____

Medication: _____

Storage details: _____

Dosage required: _____

Administration Procedure (When, Why, How, Who)

Signed by parent/guardian: _____

Date: _____

Appendix 3
Medical Emergency Procedures

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

Minor symptoms: _____

Procedure:

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

Major symptoms: _____

Procedure:

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

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

Appendix 4
Record of administration of Medicines

Pupil's Name: _____

Date of Birth: _____

Medical Condition: _____

Medication: _____

Dosage Administered: _____

Administration Details (When, Why, How, Who)

Signed by parent/guardian: _____

Date: _____

Appendix 5

Anaphylaxis Emergency Plan

The following guidelines are in place with regard to pupils with a nut allergy

1. Staff that comes into contact with the child should not eat nuts or any items with nut traces.
2. Children are not permitted to exchange food at any time.
3. In the event of a class party, all food must be checked for traces of nuts. The pupil with the allergy will only be allowed to eat food that has no nut traces.
4. If he/she is leaving the school for any reason, eg. to visit the library etc his/her Jextpen/Epipen must be brought with him/her

Symptoms of an allergic reaction

- Swelling of lips, eyes or face
- Hives, welts, itchy skin or rash
- Tightening of throat
- Tingling mouth, abdominal pain, vomiting and nausea
- Difficulty in breathing
- Swelling of tongue
- Loss of consciousness
- Pale and floppy
- Wheeze or persistent cough
- Difficulty talking
- Condition steadily worsening

Action to take in the case of an allergic reaction

- Stay with the child and call for help
- Administer Jextpen/Epipen immediately (kept in class teacher's top drawer)
- Call ambulance without delay (999 or 112)
- Contact parents
- Lay flat and elevate legs. If breathing is difficult allow to sit but not stand
- Second Jextpen/Epipen may be given if no response after 5 minutes (Principal's office)

How to administer Jextpen/ Epipen

1. Grasp injector with dominant hand with thumb closest to yellow cap
2. Pull off the yellow cap with other hand
3. Place black injector tip against your outer thigh, holding the injector at a right angle to the thigh
4. Push black tip firmly into the outer thigh of child until you hear a click confirming the injection has started, and then keep it pushed in. Hold the injector firmly in place against the thigh for 10 seconds (a slow count) then remove. The black tip will extend automatically and hide the needle.
5. Massage the injection area for 10 seconds. Seek immediate medical help

Location of Jextpen/ EpiPen

- One injection one will be kept in the class teacher's top drawer of desk. This pen will be brought with the child when they leave the classroom to go on a trip or if the class teacher is absent and they are going to another room.
- A second injection pen is kept in the principal's office

Who can administer the pen?

- Any adult