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## Administration of Medicine Policy

### Introduction:

An Administration of Medication policy has been drafted through a collaborative school process and was ratified by the Board of Management (BoM) of St. Comán's Wood Primary School on \_\_\_\_\_.

### Rationale:

The policy as outlined was put in place to;

- Clarify areas of responsibility
- To give clear guidance about situations where it is not 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 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 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 and teachers.

### In –School Procedures:

Parents are required to complete a Health/Medication form when enrolling their child/ren in the school. This outlines details of their child's condition, actions to follow in the event of an emergency and forms the basis of an in-house Emergency plan which is circulated to every teacher on staff in order to update them. **No teacher is obliged to administer medicine or drugs to a pupil.** Any teacher willing to do so acts as a 'volunteer' who enters into an independent agreement with the parents/guardians of the child in question which falls outside their contractual duties as teachers of St. Comán's Wood Primary school. Parents are asked to sign a Form of Indemnity, indemnifying the teacher/teachers who volunteer, against all responsibility for outcomes of their actions in relation to administration of prescription medicines.

- 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.

**Manager: Mr. Eugene Toolan. Principal: Dr. Úna Feeley.**

- Under no circumstance will non-prescribed medicines be either stored or administered in the school.
- 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.
- No medicines are stored on the school premises. A small quantity of prescription drugs will be stored in the Administration Office if a child requires self-administering on a daily basis and parents have requested storage facilities. ***Parents are responsible for the provision of in-date medication and written, signed and dated notification of change of dosage.***
- 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. Responsibility of
- This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs. Responsibility for absence of such written notification remains with the parents/guardians of the child/ren in question. Such notification does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.

### **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 a staff member.

### **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.

### **Guidelines for the Administration of Medicines**

1. 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. (Appendix 1, 2 or 3)
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. A written record of the date and time of administration must be kept by the person administering it (Appendix 4)
5. Parents/Guardians are responsible for ensuring that emergency, **in-date** medication is supplied to the school and replenished when necessary.
6. Emergency medication must have exact details of how it is to be administered, **when and the amount to be administered.**
7. The BoM 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 are 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. Training on how to use an Anapen is given to staff willing to use the Anapen (and agreed by the BoM), on an annual basis by a doctor. **Last training was given by Dr. Wawrzynek Wojciech.**
- 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 an authorised Teacher/SNA if not the parent, with prior agreement from the parent/guardian
- 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
- Children are not allowed to keep medication in bags, coats, etc.
- Principal, Staff and BoM will not accept any responsibility for undisclosed medication in any pupil's bag, coat/pockets.
- 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**

1. Children are not allowed to share lunches, treats or food of any kind
2. Children suffering from allergies MUST be cautioned by parents against accepting food stuffs from any person at school
3. Peers and staff dealing with the pupil do not eat nuts of any item with traces of nut; Equally all dair products being consumed by peers/staff must not be shared/offered to a child suffering from an allergy. The child of course, must alt all times be mindful that he does not invite or accept treats of any kind from peers or staff members.
4. If going off-site, parents must remind the pupil/staff members (by note) that medication must be carried in case of an emergency.
5. If a child has a serious nut allergy, parents and classmates of the child should be informed and provided with relevant information.

### **In the event the pupil comes in contact with peanuts**

1. Administer 5ml Zirtec/Sudafed or other antihistamine immediately. It is important that the pupil be kept calm to allow him to breathe calmly as he 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 the Principal's Office and the child's classroom. 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.

**School Doctor** Dr. Wojciech Wawrzynek

**Contact Number** 090 6626729 0879556671

### **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. 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 epileptics, diabetics 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. It is the responsibility of each parent to notify the school of changes in numbers and addresses.

### **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 first aid box is kept in a designated area (needs to be named) containing wipes, bandages, scissors, latex gloves, plasters etc.

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

### **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. A designated staff member on each of the two sites (Abbey and Convent sites) is responsible for the maintenance and replenishment of First Aid Boxes.

### **Storage of completed forms/letters from parents**

Completed forms/appendices will be stored in the principal's office and child's file in the classroom. Letters/notes from parent/s will generally be kept in the pupil's file in the classroom, unless the teacher receives information that is an update on the information stored in the principal's office.

### **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

### **Ratification and Review:**

This policy was ratified by the BoM on . It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than .

### **Implementation:**

**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: \_\_\_\_\_

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 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 2  
Allergy Details**

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

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

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

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

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

Administration Procedure (When, Why, How)

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

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

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

**Appendix 3**  
**Emergency Procedures**

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

Symptoms: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Procedure:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

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

**Appendix 4**  
**Record of administration of Medicines**

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

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

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

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

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

Administration Details (When, Why, How)

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

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



## Appendix 5

### Re: Nut Allergy

Dear Parents

It has come to our attention that a child in X class has a severe allergic reaction to peanuts/nuts. This allergic reaction (anaphylactic shock) can occur through ingestion of peanut/nut products, cross contamination and breathing peanuts in the air.

Since this condition can be life threatening, we are asking for your help in minimising the risk to this child by:

- a) Avoiding giving children peanuts in school lunches
- b) Avoiding giving peanut butter sandwiches, other spreads containing nuts such as Nutella and snacks/bars containing nuts or labelled "may contain nut traces" in school lunches
- c) Asking children **not** to share their lunches.

Due to the severity of the problem, it is important that all parents carry out the suggested measures and reduce the risk of allergic reaction to this child.

We thank you for your co-operation.

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Principal.