

Administration of Medicine Policy

Scoil Mhuire gan Smál, Ballymote

■ Introductory Statement

This policy was formulated by the staff of Scoil Mhuire gan Smál at a Staff Meeting in December 2017 and again in January 2018. It was then presented to the Board of Management for ratification at the January 2018 meeting.

■ Rationale

This policy was devised to put in place the necessary procedures regarding the administration of medicines to pupils, in particular 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 Characteristic Spirit of the School

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

In introducing this policy our aims are:

- To put in place clear procedures regarding the administration of medicine.
- To make all staff and authorised visitors aware of such procedures.
- To ensure that all parents/guardians are aware of the school's position regarding administration of medicine and are aware of their role and responsibility re. same.

- **Guidelines (content of policy)**

While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities this does not imply a duty upon teachers to personally undertake the administration of medicines.

- The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any children in their class.
- 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
- Non-prescriptive medicines will neither be stored nor administered to pupils in school. Prescribed medicines will not be administered in school without written request of parents and the specific authorisation of the Board of Management.
- Where possible, parents / the family doctor should arrange for the administration of prescribed medicines outside of school hours.
- When administration of medication is necessary for a child during the school day, the following procedure will be used:
 - Parents will write a letter to the Principal requesting administration of medication, This letter should contain the following;
 - Child's full name and address.
 - The name of the medication to be administered.
 - The exact dosage and time of administration.
 - Name of nominee(s) to administer medication
 - Signature of parent/guardian.
 - This letter should provide indemnity to staff members administering medicine.
- Parents are responsible for the provision of medication and should normally keep account to ensure that medication is available and in date. In the event that a class is to leave the school premises and medication normally stored in the school is to be taken along, parents/guardians should remind school staff of same.
- Medication will be administered from the Office where it will be stored in a locked cabinet.
- Where there are changes in dosage or time of administration, parents/guardians or other person designated by the

parent/guardian, should write a letter notifying the school of these changes.

- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what can and can't be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- Parents are further required to indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board of Management will inform the school's insurers accordingly.
- Request for administration of medication should be renewed at the beginning of each school year.
- A record of administration will be kept in the office.
- Inhalers, used by asthmatic children may be kept by the children. Parents must inform the school in writing of how/when they should be used.
- Pupils with serious allergies/medical conditions will be photographed and this photo along with relevant information will be displayed in the staff room.
- Minor cuts will be treated with cold water. A plaster may be applied. Ice packs will be applied as necessary to bumps and bruises. **In the case of head injuries parents will always be informed immediately.** Wasp stings will be treated with vinegar.
- 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.
- A full medical kit is taken when children are engaged in out of school activities such as tours, football games and athletic activities.
- A first aid box is kept in the staff room containing anti-septic wipes, anti-septic bandages, cool packs, cotton wool, scissors etc. A basic first aid kit will be kept on the corridor for use during play time if necessary.

Parents should ensure that these procedures are clearly understood before submitting any request to the Board of Management.

■ **Success Criteria**

The success of this policy will be measured through feedback from staff, parents and other relevant authorities.

■ **Roles and Responsibility**

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. Teachers and all staff members should be thoroughly familiar with the content of this policy.

■ **Timeframe for Implementation**

This policy should be fully implemented from January 2018.

■ **Timeframe for Review**

This policy will be reviewed in line with the school cycle for policy review as recommended by the DES in the most recent WSE.

■ **Responsibility for Review**

Board of Management, Principal, Staff and Parents shall be involved in the review of this policy.

■ **Ratification and Communication**

This policy has been ratified by the Board of Management and is available on our school website to all who wish to view it.

Attachments:

Appendix 1: Medical Condition and Administration of Medicines

Appendix 2: Allergy Details

Appendix 3: Emergency Procedures

Appendix 4: Record of administration of Medicines

