



## **ADMINISTRATION OF MEDICATION POLICY**

### **Introduction**

Your child's health and safety is of prime concern to us and it is essential that parents and teachers work together for the good of the child in this regard. The Lisnagry National School Administration of Medication Policy was formulated and redrafted through a collaborative school process involving the teaching staff working in consultation with the Board of Management. It was ratified by the Board of Management on 8<sup>th</sup> March 2016

### **Rationale**

The policy as outlined was put in place to:

- a) Safeguard school staff that is willing to administer medication.
- b) Ensure maximum health and safety procedures are in place for children.
- c) Ensure the strictest guidelines and controls are in place and that clear instructions and procedures are available to staff for dealing with an increased array of medical conditions in pupils attending Lisnagry National School.
- d) Ensure parents and all staff has clarity on school policy for the administration of medicines and are aware of their obligations.
- e) Ensure that the role of the Board of Management in the responsibility for administration of medicines in Lisnagry N.S. is clear.

### **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 summarized 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.



## **Medical Information / In-School Procedures**

It is important that the school is aware of any medical condition that may affect your child during the school day. This may include information on allergies, eyesight etc. Please fill in the relevant space in the School's Registration Form and please notify if this information changes. If there is no such condition, please write 'NONE'.

### **Storage of Medicines**

Certain medicines, such as inhalers used by asthmatic children, ana pens and insulin kits must be readily accessible at all times of the school day. Ana pens, prescribed surgical wipes and inhalers are kept in a locked medical press in the staff room. In some circumstances, it is appropriate for a child to keep medication on his/her own person e.g. inhalers and insulin kits. Other prescribed medicines should be handed up to the class teacher e.g. anti-histamine suspensions and emulsifying creams.

It is the Parents' responsibility to ensure that medicines are in date and available.

It is the Parents' responsibility to hand an emergency kit (with emergency phone numbers) to the class teacher for trips away from the school campus e.g. swimming, tours etc. Should the parents forget to do this, they will be expected to make arrangements to get the kit to the teacher as soon as possible.

### **Administration of Medicines**

You are required to complete the form detailing any medical information that may affect your child while at school. The Board of Management requires that parents inform their child's teacher in writing of any medical condition their child may have. It is the parent's/ guardian's responsibility to notify subsequent teachers. 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.

Where possible, the family doctor should arrange for the administration of prescribed medicines outside of school hours.

Where permission has been given by the Board of Management for the administration of medicine the smallest possible dose should be brought to school, with clear written instructions for administration, giving the name of the pupil.

Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication. ( except in the case of insulin as it changes on a daily basis)

The medicine should be self-administered if possible , under the supervision of an authorised adult except in the case of a diabetic where privacy is essential

A written record of the date and time of administration must be kept of all medicine taken under supervision. This record will be kept in the secretary's office.

A teacher should not administer medication without the specific authorisation of the Board. No teacher can be obliged to administer medicine or drugs to a pupil.

Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.

In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.

Parents of a pupil requiring regular medication during school hours should write to the Board to authorise a member of staff to administer the medication in school. The Board may nominate the class teacher or another member of staff to administer the medication in the teacher's absence.

Written details are required from the parent/guardian to the Board of Management giving the name of the child, name and dose of medication; whether the child should be responsible for his/her own medication; the circumstances in which medication is to be given by the teacher and consent for it to be given; name of doctor to be contacted in an emergency; when the parent is to be notified and where s/he can be contacted; parent/guardians signature.

Under normal circumstances\* no oral medicine or tablets will be administered by the staff. This includes medicines which have been prescribed by your own doctor for your child. If your child is ill enough to require medicine while in school, please keep him/ her at home until the treatment is completed.

Children are not permitted to keep medication in their own possession. Parents/ guardians may think it appropriate on certain occasions for older children to bring medicines into school (e.g. Paracetamol). The class teacher must be informed in writing if your child is carrying medicine of any sort (including cough sweets, cold-sore creams and other pharmaceuticals).

### **First Aid**

From time to time minor incidents such as cuts and abrasions etc. will occur. The staff at the school will deal with these by washing the cut with water and if necessary applying a plaster. Parents are expected to check under the plaster when the child returns home from school.

In the case of a child becoming ill at school, parents/ guardians will be contacted. You will be notified if your child has any fall involving a bang on the head. Please make sure you have filled out and sent an Emergency Contact Information Form to the school. Please ensure that you have given the school up-to-date mobile numbers in order for our text-a-parent system to work efficiently.

### **Infection in School**

Infections in school children are common. However, not all infectious diseases are contagious. In the case of contagious diseases (chicken pox, infective hepatitis, measles, mumps, rubella (German measles), scarlet fever, glandular fever, whooping cough, impetigo (school sores), ringworm (tinea), head-lice, scabies), all parents/ guardians will be informed by letter. If you discover that your child has an infectious disease please inform the school immediately, especially in the case of an illness which may affect other children. Please keep your child away from school until he/ she is clear of infection and check with your GP when your child is fit to return to school. Head-lice infection is a regular problem in the classroom. Please keep your child at home until he/ she is fully clear of the problem.

### **Emergencies**

In emergency situations qualified medical assistance will be secured at the earliest opportunity. Teachers should do no more than is necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm.

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.

Where a child has a fall/ cut which is considered serious, an ambulance will be called.

Where a child has a fall/ cut which requires medical attention, and where it is safe to move the child, the parents/ guardians will be contacted. Failing that, the child will be taken to the hospital as soon as possible by the Principal. Staff in the school will continue to try and make contact with the parents/ guardians.

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.

A protocol will be drawn up by the school to deal with emergencies in order to make everyone aware of their roles and responsibilities.

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.

### **Training**

It is the responsibility of the Parents to arrange a time to speak to staff as a collective and to demonstrate the use of some medicines e.g. ana pens.

It is the responsibility of Parents to provide information to the school regarding their child's condition which should be displayed in the locked health/safety cabinet in the staffroom.

It is the Principal's responsibility to ensure that all staff are familiar with children with medical conditions and requiring medicine.

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

Accompanying this policy are the following; (These are available from the school)

1. Indemnity form signed by parent/board of management
2. Administration of Medicines Form (Child with ongoing medical condition)
3. Letter from parents outlining condition

### **Reporting Accidents in the School**

Minor cuts and abrasions will be treated as outlined under 'First Aid'. It is expected that parents check plasters that the child may be wearing on return home from school. General incidents will be reported to the class teacher. Incidents of a more serious nature will be recorded in the incident book. An accident report form will be filed where medical intervention is required. Where a child receives a blow to the head, parents will be notified. Staff should keep a record of how/ when this notification is carried out.

### **Success Criteria**

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

- Compliance with Health & 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.

## **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.

## **Ratification and Communication**

Lisnagry National School Administration of Medication policy was ratified by the Board of Management on Tuesday 8<sup>th</sup> March 2016 and will be communicated to parents who request clarification on administration of medicines.