

Crecora National School

Administration of Medicines

Introduction:

An Administration of Medication policy has been in existence in the school since June 2009. The policy was recently redrafted through a collaborative school process and was ratified by the Board of Management on 21st September 2011.

Rationale:

The policy as outlined was put in place to;

- a) Safeguard school staff that are willing to administer medication
- b) Ensure the strictest guidelines and controls are in place and that clear instructions are available to staff
- c) To set up clear procedures for dealing with an increased array of medical conditions in pupils attending Crecora National School.
- d) To make parents and staff aware of their obligations and roles regarding the administration of medicine to children in their care.
- e) 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

In –School Procedures:

Parents are required to complete a Health/Medication form when enrolling their child/ren in the school. The Board of management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by children in their class. This is noted in the child's pupil profile which is kept in school and passed on to the class teacher each year.

- Non- prescriptive medicines will neither be stored nor administered to pupils in school.
- Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the Board of Management.

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. A glycogen syringe (diabetes) is kept in the staff fridge for emergency use.
- 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 Medicine

- 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; when the parent is to be notified and where s/he can be contacted.

Emergencies

- In emergency situations qualified medical assistance will be secured at the earliest opportunity
- 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. Medication Chart Record
2. Request Form to BoM
3. Administration of Medicines: Letter to Parents
4. Health Care Plan

Ratified by the Board of Management of Creora National School on 21st September 2011

Signed by Father Éamonn Fitzgibbon Date: 28th September 2011
Chairperson Board of Management

